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FINANCIAL PUBLICATIONS OF THE
GOVERNMENT OF BOMBAY

No. V

THE BOMBAY CIVIL SERVICES RULES MANUAL

Issued under the authority of the Government of Bombay,
Finance Department

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BOMBAY
PRINTED AT THE GOVERNMENT CENTRAL PRESS
1929

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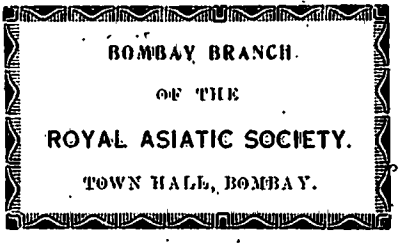

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PREFACE

This Manual contains the rules made by the Government of Bombay under Rule 4 of the Civil Services (Governors' Provinces) Delegation Rules, 1926, to regulate the conditions of service, pay, allowances and pensions of members of provincial and subordinate services and holders of special posts under their administrative control.

2. Such of these rules as deal with matters in respect of which Local Governments have been given power under certain of the Fundamental Rules to frame Subsidiary Rules, *e.g.*, rules regulating compensatory allowances—apply to all Government servants under the administrative control of the Government of Bombay to whom the Fundamental Rules apply.

3. The rules contained in this volume cancel all previous orders and rules on the subjects dealt with therein and embody the orders of Government issued up to and including November 1st, 1928.

4. Additions to, or amendments of, the Rules in this volume will be issued from time to time in the form of Correction Slips.

5. The Accountant General and heads of offices are requested to bring to the notice of the Finance Department any omissions or inaccuracies in these rules.

G. WILES,

Secretary to the Government of Bombay,
Finance Department.

29th March 1929.

MO H 382—*a*

INDEX OF CORRECTION SLIPS.

No. of slip.	Date of slip.	Rule and page corrected.		No. of slip.	Date of slip.	Rule and page corrected.	
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BOMBAY CIVIL SERVICES RULES

CHAPTER I—GENERAL.

1. These rules may be called the Bombay Civil Services Rules and shall come into force from 1st June 1929.

2. These rules apply to all Government servants in the Provincial and Subordinate Services under the control of the Government of Bombay.

Note 1.—Local Governments have been given powers under the Fundamental Rules to make rules in respect of certain matters, *e.g.*, compensatory allowances. The rules in this compilation which deal with those matters, except in so far as they may be inconsistent with the Fundamental Rules or the instructions of the Governor General in Council or the Auditor General, have been declared in respect of Government servants, to whom the Fundamental Rules apply, to be rules made by the Government of Bombay under the Fundamental Rules.

Note 2.—Government have declared that, except in so far as they may be inconsistent with the terms of his appointment in each case, these rules shall apply to any Government servant not included in an All-India, Provincial or Subordinate Service whose pay or pension is debited to the Provincial Revenues of the Government of Bombay and whose conditions of service have not been provided for by any other rules for the time being in force.

3. Government reserve to themselves the right of interpreting and changing these rules.

4. The terms of a specific contract enforceable at Law necessarily over-ride the provisions of these rules.

5. A Government servant's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned; to leave by the rules in force at the time the leave is applied for and granted; and to pension by the rules in force at the time when the Government servant retires or is discharged from the service of Government, provided that, if during his service changes disadvantageous to him are introduced in the rules, to which he became subject either on entry into the service of Government or on exercising his option under Rule 181, his pension shall not be less than that which would have been admissible but for the introduction of such changes.

6. No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given and to require that its opinion on any matter on which it has been consulted shall be submitted to the Governor by the consulting department.

Note.—For powers delegated under these rules *see* Appendix I (pages 213 to 239).

7. Communications regarding the interpretation of these rules should be addressed to the Finance Department. Applications for their

alteration or relaxation, or for orders in cases not exactly covered by them, should be addressed to the Administrative Department concerned.

8. When a competent authority other than Government communicates to the Accounts Officer an order or permission granting any concessions or extensions under these rules to any Government servant in cases in which it is prescribed that the reasons therefor should be recorded, he should at the same time forward to him a copy of his reasons.

CHAPTER II—DEFINITIONS.

9. Unless there be something repugnant in the subject or context the terms defined in this chapter are used in the rules in the sense here explained :—

(1) The *Act* means the Government of India Act.

(2) *Actual travelling expenses* mean the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls, if paid, and for carriage of camp equipment, if such is necessary. It does not include charges for accommodation in hotels and travellers' bungalows, or for refreshments, or for the carriage of stores or conveyances or for presents to drivers and the like ; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture, and the employment of additional servants.

(3) *Age.*—When a Government servant is required to retire, revert, or cease to be on leave on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the Government servant must retire, revert, or cease to be on leave (as the case may be) with effect from and including that day.

Note 1.—This definition applies also to Military officers in Civil employ.

Note 2.—If the year of birth of a Government servant is known, but not the exact date, 1st July should be treated as the date of birth for the above purposes. If the month of birth, but not the exact date, is known, the 16th day of the month should be treated as the date of birth.

(4) *Apprentice* means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

(5) *Audit Officer* means the Account and Audit Officer, whatever his official designation, in whose circle of audit a public servant is serving, or (in respect to verification of service) has served, *i.e.*,

> For service in an ordinary civil establishment including the Public Works Branch he is the Accountant General ; for the Military Department he is the Controller of Military Accounts ; and for the Railway Department he is the Chief Auditor of the State Railway concerned.

(6) *Average pay* means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event necessitating the calculation of average pay occurs :

Provided that in respect of any period spent on deputation out of India the pay which the Government servant would have drawn if on duty in India shall be substituted for the pay actually drawn.

Note 1.—The words "12 complete months immediately preceding" should be interpreted literally, *e.g.*, a Government servant, who has been on leave from 23rd March to 22nd July

inclusive, is granted leave again from the 1st of March following. His average pay should be calculated on the pay earned for the periods from the previous 1st of March to 22nd March, and from the 23rd July to 28th February.

Note 2.—Any period of joining time in respect of which no pay is drawn should be ignored in calculating average pay.

Note 3.—In the case of a Government servant of a Vacation Department the vacation falling in the period of 12 complete months immediately preceding the month in which leave is taken should be treated as duty under Rule 747, and the emoluments drawn by the Government servant during the vacation should be treated as pay drawn on duty and should therefore be taken into account in determining his leave-salary during the succeeding leave.

(7) *Barrister* means a practising barrister of England or Ireland or a practising member of the Faculty of Advocates of the Court of Sessions of Scotland. It does not include a person who, though called to the Bar, has never practised the profession of barrister.

(8) *Cadre* means the sanctioned strength of a service or of an establishment.

(9) *Camp equipage* means the apparatus for moving a camp.

Note.—"Camp equipage" is essentially different from camp equipment. The latter term includes everything necessary to a Government servant to enable him to live in camp. But "camp equipage" is distinctly defined as the apparatus for moving a camp. This definition distinctly shows that nothing is meant except *moving apparatus* or "carriage," which can only include baggage, camels, pack-bullocks, carts (together with the coolies who carry camp equipment and necessary bullocks or horses, etc.), drivers of the bullocks, etc., coolies who carry camp equipment, and possibly servants employed as tent-pitchers. Any private or extra servants cannot be held to be included in this term.

Excepting those used by clerks and munshis, riding camels cannot be held to be included in the term "camp equipage." Riding horses used by munshis and clerks attached to Government officers in Sind may be treated as "camp equipage" for the purposes of Rule 467.

(10) *Camp equipment* means tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of public service for a Government servant to take with him on tour.

(11) *Chaplain* when used in the rules regarding travelling allowance includes any minister of religion, whether in Government service or not, performing under proper authority the duties of a Chaplain.

(12) *Compensatory allowance* means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance, but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place outside India.

(13) *Competent authority*, in relation to the exercise of any power, means the local Government, or any authority to which the power is delegated by or under these rules.

(14) *Date of first appointment* means—

(1) in the case of a Government servant appointed under a covenant or agreement the date of signature of such covenant or agreement or the date of his assumption of the duties of his first post in Government service, whichever is earlier ; and

(2) in all other cases the date of the Government servant's assumption of the duties of his first post in Government service, or, if this be earlier, the date of his assumption of any duty which is treated, under Rule 239, as duty counting for pension.

(15) *Day* means a calendar day beginning and ending at midnight, but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day at whatever hours the absence begins or ends.

(16) *Duty.*—Duty includes :—

(*a*) Service as a probationer or apprentice, provided that such service shall not be regarded as duty for leave unless it be followed by confirmation.

Note.—The term " probationer " in this rule does not cover a Government servant who holds substantively a permanent post in a cadre and is merely appointed on " probation " to another post. Such a Government servant not being a probationer, the proviso in this rule does not apply to him, and the service rendered by him is duty for all the purposes of these rules without any restriction or limitation. Under Rule 50 such duty should count for increment in the post in which the service is actually rendered, that is, the post which he holds on probation. In such a case, therefore, it is permissible for the Government servant to draw an increment even before the end of his probation.

(*b*) Joining time.

(*c*) A course of instruction or training authorised by or under the orders of Government, or by the Director of Public Instruction, or by the Criminal Tribes Settlement Officer, Dharwar, in the case of Settlement Inspectors or Assistant Settlement Inspectors who undergo a course of agricultural training preparatory to appearing at departmental examinations.

(*d*) The period from the date on which a medical pupil passes his final qualifying examination until the date on which he joins the subordinate medical service.

(*e*) The period from the date on which a stipendiary student passes satisfactorily through the course of training in a Forest School or College prescribed for direct appointment as Ranger or Probationary Assistant Conservator of Forests until the date on which he joins his appointment.

(*f*) The period occupied in appearing for an examination prescribed by Government in any oriental language, at which a Government servant has been granted permission to appear, or in attending an obligatory departmental examination, or in attending an examination which a Government servant must pass to become eligible for a higher post in any branch of the Public Service, including the time reasonably necessary for going to and from the place of examination. This concession should not be allowed more than twice for each obligatory examination.

(*g*) The period not exceeding three months authorisedly occupied in India in preparation for obligatory examinations in vernacular languages.

Note.—Such permission to absent themselves from ordinary official duties shall be granted only to officers who are not domiciled in India. The period of three months may be taken in instalments, but the aggregate of such instalments shall not exceed three

months. The permission to be absent from ordinary official duties shall be automatically cancelled with the end of the examination, and the officer shall immediately return to duty unless he is granted leave of absence in continuation.

(*h*) The period intervening between the date of first arrival of a Government servant in India, on appointment outside India to Government service, if he has not received orders to take charge of a specified post before he reports himself at the seat of Government, and the date on which he takes charge of his duties, provided the interval between the receipt of orders and assumption of duties does not exceed the joining time that would be permissible to a Government servant entitled to joining time under Rule 79 (*a*).

(*i*) The period intervening between the date on which a man is engaged temporarily for special or other duty and the date on which he takes over charge, provided the period does not exceed the joining time that would be permissible to a Government servant entitled to joining time under Rule 79.

(17) *Emoluments* for the purpose of Rules 831 to 837 mean :—

(*i*) Pay;

(*ii*) Fees (other than overtime fees) and Commission, if they are received in addition to pay as part of the authorised remuneration of a post;

(*iii*) Compensatory allowance, other than travelling allowance, whether drawn from general revenues or from a local fund;

(*iv*) Exchange Compensation Allowance;

(*v*) Pension, other than a pension drawn under the provisions of Chapter XXXVIII, Civil Service Regulations, or Wound and Injury Pension and Family Pensions drawn under the provisions of these rules as the case may be or compensation received under the Workmen's Compensation Act, 1923, as subsequently amended

It does not include allowances attached to the Victoria Cross, the Military Cross, the Order of British India, or the Indian Order of Merit.

Note 1.—The emoluments of a Government servant paid at piece-work rates shall be determined in such manner as Government may prescribe.

Note 2.—The emoluments of an officer on leave mean the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.

(17-A) *Exchange Compensation Allowance* means a Compensatory allowance granted to compensate a Government servant for a fall of the sterling value of the rupee below one shilling and six pence.

(18) *Family* means a Government servant's wife, legitimate children, and step children including an adopted son, residing with and wholly dependent upon him. Except in Rule 490, it includes in addition his parents including grandmothers, sisters, and minor brothers, if residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these rules. Family does not include an adoptive mother, step mother, and such other adventitious dependents.

(19) *First appointment* includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment.

(20) *Foreign service* means service in which a Government servant receives his substantive pay with the sanction of Government from any source other than the general revenues of India or from a company working a State Railway.

(21) *A Gazetted Government servant* is one who is a member of a Provincial or All-India service or the holder of a special post and whose appointment is gazetted by Government. Members of the subordinate civil services, whose appointments are gazetted by Heads of Departments, are non-gazetted Government servants. Notifications investing Government servants with powers under different Acts, in order that the Courts may take judicial cognisance of them, do not constitute the persons invested with such powers gazetted Government servants within the meaning of these rules.

Exception (*i*).—The Superintendent, Surgeon General's Office, is a gazetted Government servant.

Exception (*ii*).—Mamlatdars and Mukhtyarkars, and Subordinate Judges in Sind though included in a Provincial Service, continue to be appointed by Commissioners but should be regarded as gazetted Government servants.

Exception (*iii*).—The following officers of the High Court, although they are not included in a Provincial Service and their appointments are notified by the High Court, are gazetted Government servants :—

Original Side.

(1) Master and Registrar in Equity, Commissioner for taking accounts and Local Investigations, and Taxing Officers.
(2) Assistant Prothonotary and Commissioner for taking affidavits.
(3) Chief Clerk, Insolvent Debtors' Court.
(4) Clerk of the Crown.
(5) Assistant Taxing Officer and Commissioner for taking accounts.
(6) Deputy Registrars.
(7) Senior Judge's Clerk.
(8) Junior Judge's Clerk.
(9) Additional Junior Judge's Clerk.

Appellate Side.

(1) Deputy Registrar; and
(2) Assistant Registrar.

Exception (*iv*).—Police Inspectors and senior Police Prosecutors above the efficiency bar in the Presidency proper and Sind, with the exception of Inspectors of Police and Prosecuting Inspectors in the City of Bombay, though included in the Provincial Service, continue to be appointed by the Inspector General of Police in the Presidency proper and the Commissioner in Sind respectively, but should be regarded as gazetted Government servants.

Exception (*v*).—The First Assistant Sindhi Translator, though appointed by the Commissioner in Sind, is a gazetted officer.

Exception (*vi*).—Government servants of the Subordinate Engineering Service are Gazetted Government servants and their promotions and transfers, etc., are notified by Government in Part I of the Gazette. This order does not however apply to Military Subordinate Engineers serving in the Public Works Department.

(22) *General Revenues of India* include the revenues allocated to local Governments and exclude the revenues of local funds.

(23) *Heads of Departments.*—This term includes the officers mentioned in Appendix II (pages 240-241), and any others whom Government may from time to time declare to be Heads of Departments.

(24) *Holiday* means—

(*a*) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881 ; and

(*b*) in relation to any particular office, a day on which such office is ordered by Government, or by a duly constituted authority, by notification in the gazette or otherwise to be closed for the transaction of Government business without reserve or qualification.

(25) *Honorarium* means a non-recurring payment made to a Government servant in return for specified service rendered.

(26) *House rent allowance* is an allowance towards defraying house rent granted in localities where such rents are high.

(27) *Inferior service* means service performed by the Government servants included in Appendix III (pages 242-243) and service remunerated with less than Rs. 30 per mensem in the case of Government servants except Police Constables and Jail warders not so included.

(28) *Joining time* means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted.

(29) *Leave on average (or half or quarter average) pay* means leave on leave-salary equal to average (or half or quarter average) pay, as regulated by Rules 759 and 760.

(30) *Leave-salary* means the monthly amount paid by Government to a Government servant on leave.

(31) *Lien* means the title of a Government servant to return in a substantive capacity to a permanent post to which he has been appointed substantively.

(32) *Local allowance* is an allowance granted on account of the expensiveness of a locality. It is admissible to Government servants who have their headquarters within the tracts, for which it is sanctioned, and not to Government servants merely travelling in those tracts.

(33) *Local Fund* means—

(*a*) revenues administered by bodies, which by law or rule having the force of law come under the control of Government whether in regard to proceedings generally or to specified matters, such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension, or similar rules ; and

(*b*) the revenues of any body which may be specially notified by the Governor-General in Council as such.

(34) "*Military officer*" means—

(*i*) any commissioned officer of His Majesty's Regular Force including departmental commissioned officers and commissioned officers of the I.M.D. ; and

(*ii*) warrant officers.

(35) *Ministerial servant* means a Government servant of a subordinate service, whose duties are entirely clerical, and any other class of servants specially defined as such by general or special order of Government.

Note.—For list of Government servants classified as ministerial *see* Appendix IV (page 244).

The following Government servants have been declared *not* to be ministerial servants :—

(*a*) The Dangs Diwan,
(*b*) Sub-Registrars,
(*c*) Auditors, Agricultural Organisers, and Weaving Inspectors in the Co-operative Department,
(*d*) Talathis,
(*e*) Head Classers and Classers,
(*f*) Aval Karkuns.

(36) *Month* means a calendar month. In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

(37) *Officiate.*—A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. Government may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.

(38) *Overseas pay* means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile.

(39) *Pay* means the amount drawn monthly by a Government servant as—

(*i*) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre ; and
(*ii*) overseas pay, technical pay, special pay, and personal pay ; and
(*iii*) any other emoluments which may be specially classed as pay by Government.

Note 1.—The following kinds of emoluments have been specially classed as pay :—
(*a*) language pay ;
(*b*) war or temporary and provisional allowances granted to subordinate establishments ;

Note 2.—Sind allowance is classified as special pay.

(40) *Pension* includes a gratuity.

(41) *Pensionable pay* means the average pay earned by a Government servant during his last three years of service, and includes fees and commission if they are received in addition to pay as part of the authorised emoluments of a post. The calculation of average pay is subject to the following conditions :—

(1) If the Government servant has during any portion of the last three years been absent on leave other than extraordinary

leave, his pay during such leave shall be taken to be the substantive pay and personal pay which he would have earned had he been on duty at any time during the first six months of the period of leave or the pay last earned on duty prior to the leave, whichever is greater, provided that no portion of pay, other than substantive pay, overseas pay, technical pay, and personal pay last drawn on duty, shall be reckoned as part of pensionable pay except during that part of the leave during which the authority competent to sanction the pension may certify that the Government servant would have drawn such pay if he had not been on leave.

(2) If the Government servant has during any portion of the last three years been in receipt of neither pay nor leave-salary, that portion shall be omitted from the calculation, and pay earned by an equal portion of his service immediately prior to the last three years shall be taken into account.

(3) In cases in which a piece-work employee is remunerated at different times during the last three years of his service by fixed pay and piece rates the average earnings for the last 72 months should be taken for calculation of his pensionable pay. If during the last 72 months he is appointed to officiate in a vacancy the allowances drawn by him for the period calculated at fixed pay are not to be taken into account in the calculation of his average pay. Only the piece-work earnings received during the currency of the last 72 months of his service should be taken into account and divided by the number of months during which he was actually remunerated at piece-work rates only. If a piece-work employee retires on a date other than the first day of the month and broken periods of a month have consequently to be taken into account in calculating pension, average pay should be calculated on the earnings of the last 72 months ending on the last day of the month immediately preceding that in which the officer retires from the service, the "month" referred to above being taken to be not necessarily the calendar month but the month for which the accounts of piece-workers' earnings are made out, namely from a date in a calendar month to the corresponding date of the next calendar month. In cases where leave without allowances or suspension occurs during the last 72 months' service, an equal period of duty rendered immediately before the period should be taken into account.

Note.—Personal pay granted to a Government servant on account of the withdrawal of exchange compensation allowance shall not be reckoned as pay for the purpose of this rule.

(42) *Pensionable service* means service which qualifies the Government servant performing it to receive a pension from general revenues.

(43) *Permanent post* means a post carrying a definite rate of pay sanctioned without limit of time.

(44) *Personal pay* means additional pay granted to a Government servant—

(*a*) to save him from a loss of substantive pay due to a revision of pay or to any reduction of his substantive pay otherwise than as a disciplinary measure ; or

(*b*) in exceptional circumstances, on other personal considerations.

(45) *Presidency allowance* is a local allowance granted to Government servants with headquarters at Bombay.

(46) *Presumptive pay of a post*, when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties ; but it does not include special pay unless the Government servant performs or discharges the work or responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned.

(47) *Probationer* means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.

Note.—The " note " under Rule 9 (16) (*a*) applies here also.

(48) *Public conveyance* means a train, steamer, or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefrom according to the wishes of the passengers. The term includes such conveyances as a mail tonga, the steam launch of the Bombay Steam Navigation Company plying between Revdanda and Roha, motor cars plying regularly between Poona and Mahableshwar, and tram cars running in Bombay City or between Keamari Harbour and Karachi ; but a camel cannot ordinarily be regarded as a public conveyance.

Note.—Lists of places where public conveyances are available should be kept in the offices of all controlling officers. In case of doubt or otherwise a certificate to the effect that a public conveyance plies between any two places signed by the Collector of the District in which either of such places is situated should be admitted in audit for the purposes of these rules.

(49) *Special pay* means an addition, of the nature of pay, to the emoluments of a post or of a Government servant granted in consideration of—

(*a*) the specially arduous nature of the duties ; or

(*b*) a specific addition to the work or responsibility ; or

(*c*) the unhealthiness of the locality in which the work is performed.

Note 1.—For the rules regulating Bad Climate Allowance *see* Appendix V (pages 245 to 254).

Note 2.—Sind allowance is classified as Special Pay. For rules regulating the grant of this allowance *see* Appendix VI (pages 255 and 256).

(50) *Sphere of duty* means the area to which the duties of a Government servant are ordinarily confined.

(51) *Staff salary* is an allowance to a military officer in addition to military pay and allowances or the Indian Army pay of his rank.

Note.—The following allowances are not treated as staff salary :—

Command allowance of hill convalescent depôts, of depôts of British troops, and of all stations and forts (Assirghur excepted) not being brigade commands ; and the salaries of Staff Officers of stations and convalescent depôts and of Superintendents of Bazars.

(52) *Subsistence grant* means a monthly grant made to a Government servant who is not in receipt of pay or leave salary.

(53) *Substantive pay* means the pay, other than special pay, overseas pay, or pay granted in view of personal qualifications, which a Government servant draws on account of a post which he holds substantively or by reason of his substantive position in a cadre.

(54) *Superior service* means any kind of service which is not inferior.

(55) *Technical pay* means pay granted to a Government servant in consideration of the fact that he has received technical training in Europe.

(56) *Temporary post* means a post carrying a definite rate of pay sanctioned for a limited time.

(57) *Time-scale pay* means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive.

(58) *Transfer* means the movement of a Government servant from one headquarter station in which he is employed to another such station, either :—

(*a*) to take up the duties of a new post ; or

(*b*) in consequence of a change of his headquarters.

(59) *Travelling allowance* means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of the public service. It includes allowances granted for the maintenance of conveyances, horses, and tents.

CHAPTER III—GENERAL CONDITIONS OF SERVICE.

10. Except as provided by this rule no person may be substantively appointed to a permanent post in Government service unless he produces a medical certificate of health which must be affixed to his first pay bill. Government may in individual cases dispense with the production of a certificate, and may by general order exempt any specified class of Government servants from the operation of this rule.

Note.—Rules for the examination of candidates as to their physical fitness for Government service have been embodied in Appendix VII [pages 257 to 264].

11. A medical certificate of fitness for Government service shall be in the following form :—

"I hereby certify that I have examined A.B., a candidate for employment in the Department, and cannot discover that has any disease, constitutional weakness, or bodily infirmity, except.....

I do not consider this a disqualification for employment in the office of.....

A.B.'s age is according to own statement years, and by appearance he is about years of age. He has been vaccinated."

Marks of identification.

Impression of left hand thumb ( ).

12. Such a certificate shall be signed by a Commissioned Medical Officer of Government, or by a Medical Officer in charge of a civil station, and in the case of females shall be regarded as *confidential*; provided that—

(1) in the case of a female candidate a competent authority may either dispense with a certificate or accept a certificate signed by any female medical practitioner, and

(2) in the case of a candidate for appointment to a post on pay not exceeding fifty rupees per mensem a competent authority may accept a certificate signed by any officer irrespective of his medical qualifications.

13. When a Government servant, in whom a defect has been noticed by the Examining Officer, is transferred from one office to another, the duties of which are different in character, a Commissioned Medical Officer or a Medical Officer in charge of a civil station should report whether the defect will materially interfere with the discharge of his new duties by the Government servant transferred.

14. No person who has already completed six months' service in the employment of Government shall be continued in such employment or re-engaged for any period of such employment without the production of a medical certificate in the form given in Rule 11. This rule shall not

apply to temporary Government servants, who, before the date when these rules come into force, had been exempted by Government from the production of a medical certificate.

15. When a candidate for Government service is rejected by the Medical Officer examining him on account of any disability, the Surgeon General with the Government of Bombay may, upon the request of the Head of the Office, at his discretion condone such disabilities as are not likely to interfere with the efficiency of the candidate. All cases which have been referred to the Surgeon General for the exercise of this power, and the action taken on them, should be reported to Government every six months.

16. No further certificate is required in the case of qualified students of the Thomason College who are permanently appointed to the Public Works Department within 18 months from the date of the medical certificate granted to them on completion of the College course.

17. Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of Government and he may be employed in any manner required by the proper authority, whether the services required of him are such as would ordinarily be remunerated from general revenues, from a local fund, or from the revenues of an Indian State.

18. (*a*) Two or more Government servants cannot be appointed substantively to the same permanent post at the same time.

(*b*) A Government servant cannot be appointed substantively, except as a temporary measure, to two or more separate and permanent posts at the same time.

(*c*) A Government servant cannot be appointed substantively to a post on which another Government servant holds a lien.

19. If a Government servant is transferred to duty, which there is reason to believe will not terminate within three years, and retains no connection with his substantive post, Government may suspend his lien upon that post and fill it substantively, subject to the condition that the arrangement thus made will be reversed on the return of the Government servant in question. When the Government servant transferred draws pay in a selection grade of a cadre, another Government servant may, subject to the same reservation, be promoted to the selection grade even if no change of duties is involved.

20. When suspension of the lien of a Government servant is sanctioned, it is permissible retrospectively from the date of creation of the temporary post or from any subsequent date on which he was appointed to it, but whether provisional substantive promotions should be given from that date or from any subsequent date is a matter which is entirely at the discretion of the authority whose duty it is to fill up the post if permanently vacant.

21. Unless his lien is formally transferred or suspended by Government, a Government servant holding substantively a permanent post

retains a lien on that post or on a post of the same character in the same cadre—

(*a*) while on leave ;

(*b*) while on foreign service or holding a temporary post or officiating in another post ;

(*c*) during joining-time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post ; and

(*d*) while under suspension.

22. A Government servant shall not, save in cases of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify.

23. A Government servant may be required to subscribe to a provident fund, a family pension fund, or other similar fund, in accordance with such rules as Government may by order prescribe.

24. Subject to any exceptions specifically made in these rules, an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

25. The pay of personnel recruited by the Government of Bombay overseas who receive free passages on their first appointment should commence from the date of embarkation for India, provided that pay for the period from the date of embarkation up to the date of joining their posts will be admissible only on the condition that the officer joins his appointment without unnecessary delay.

Note.—The phrase " without unnecessary delay " occurring at the end of this rule should be interpreted with reference to the Joining Time Rules.

26. Apprentice Engineers recruited in Europe or from Indian Colleges for the Bombay Engineering Service Class I will be treated as on duty from the 1st October of the year of their appointment as Assistant Executive Engineers.

27. Every relieving Government servant is responsible for informing the Government servant to be relieved at the earliest possible moment of the date when he will be in a position to receive charge, and it is the duty of the Government servant to be relieved to be in readiness to deliver charge on that date.

28. When more than one day is occupied in making over charge, the last day should be entered in the report, and an explanation should be submitted.

29. The charge of a post must ordinarily be made over at its headquarters, both the relieving and the relieved Government servants being present. For special reasons, which must be expressed on the face of the order and be of a public nature, a competent authority may permit the charge to be made over elsewhere.

Exception.—The conditions imposed by this rule are not enforced in the case of Government servants who are permitted to combine vacation with leave under the provisions of Rule 747 (*c*) and District and Sessions Judges. In their case the following procedure is laid down :—

(*a*) When vacation is prefixed to leave, the outgoing Government servant will report before leaving headquarters, or if for urgent reasons the leave is granted during vacation as soon as it is granted, that he makes over charge with effect from the end of the vacation. The relieving Government servant will then take over charge at the end of the vacation in the ordinary way.

(*b*) When vacation is affixed to leave, the Government servant to be relieved will make over charge in the ordinary way before the vacation, the incoming Government servant on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

Note.—Charge of a post may not without the previous sanction of Government be relinquished or resumed by Government servants visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave. Government will, however, have no objection to an officer, who has been ordered to carry out an inspection at Aden quite independently of his going on leave and who subsequently convinces Government that it would be convenient and in the public interest to carry out this duty on his way home, being specially permitted to do so.

30. A Government servant will begin to draw the pay and allowances attached to his tenure of the post with effect from the date of assumption of the duties of that post if this event takes place in the forenoon of that day ; otherwise from the following day. The same rule applies *mutatis mutandis* when a Government servant ceases to discharge those duties.

31. The promotion of a Government servant from a lower to a higher grade, his duties remaining the same, takes effect from the date on which the vacancy occurs, unless it is otherwise ordered. But when the promotion involves the assumption of a new post with enlarged responsibilities, as in the case of promotion from a subordinate judgeship of the second class to one of the first class, the higher pay is admissible only from the date on which the duties of the new post are taken up.

32. A person whose age exceeds 25 years may not ordinarily be appointed to a post in superior pensionable service without the sanction of the appointing authority. The ordinary limit of 25 years is extended to—

(*a*) 30 years, in the case of a person appointed to a judicial office ; and

(*b*) 28 years, in the case of Civil Assistant Surgeons who have passed the Previous examination in Arts before taking the Medical degree.

Note 1.—This rule does not apply to Government servants on first appointment to permanent superior non-pensionable posts and to employment in civil capacities of reservists and pensioners of the Indian Army.

Note 2.—The provisions of this rule may be relaxed by Government in the case of candidates for admission to Government service from the educationally backward classes including Muhammadans provided that their ages do not exceed the prescribed age by more than three years.

33. Unless Government in view of the special circumstances of the case shall otherwise determine, a Government servant after three years' continuous absence from duty, elsewhere than on foreign service in India, with or without leave, ceases to be in Government employ.

Note.—In the case of Government servants in service before these rules came into force the maximum permissible period of absence from duty shall be five years.

CHAPTER IV—PAY.

34. A Commissioned Officer holding a civil appointment on *consolidated pay*, which is less than his military pay, shall receive the difference between his civil and military pay only if he is prevented from resigning his civil appointment for public reasons to be approved by the Government of India. Whenever such an officer is allowed to draw the difference, he will draw it from the department from which he receives his consolidated pay.

35. When a Government servant is treated as on duty under Rule 9 (16) (*c*) to (*i*), Government may at their option authorise payment to him of the pay of his substantive appointment or of any lower rate of pay which Government may consider suitable. If the duty consists of a course of training or instruction the pay admissible may, if Government so direct, be, instead of either of the rates just specified, the pay of any officiating appointment held by the officer at the time he was placed on such duty, but this rate of pay shall not be allowed for a period longer than that for which the officer would have held the officiating appointment had he not been placed upon a course.

36. Unless it is specially ordered otherwise a Government servant will draw for the period treated as duty under Rule 9 (16) (*c*) to (*i*) the pay which he would draw if actually on duty, provided that in the case of the persons referred to in clause (*h*) of Rule 9 (16) the pay will be the pay of the post or service to which they are appointed.

37. Government servants serving in any Department except the Police, but including members of the clerical establishment of the Police Department, sent to the Police Training School, Nasik, will receive the Training School allowance only and not their substantive pay.

38. A Government servant will during the period of absence allowed for preparation for a language examination under Rule 9 (16) (*c*) draw, if he passes the examination, pay equal to the amount he would have received if on leave on average pay. In case of failure the pay will only be half average pay with retrospective effect from the beginning of absence. This rule also applies to a Government servant serving in a Vacation Department.

39. The Director of Public Instruction is authorised to decide within the maxima specified below what pay should be allowed to—

(*i*) a Government servant, or

(*ii*) a student not in Government service, permitted to proceed to a school, college, or other institution for a course of training :—

Maxima :—(*a*) In case (*i*), his pay,

(*b*) In case (*ii*), Rs. 30 per mensem.

40. *Time-scale Pay.*—Rules 41 to 56 inclusive and Rules 62, 63 and 64 apply to time-scales of pay generally. They do not, however, apply

to any time-scale sanctioned by the Secretary of State in Council in so far as they are inconsistent with terms specially so sanctioned for such time-scale.

41. (1) When a Government servant is appointed substantively to a post on a time-scale of pay :—

(*a*) if he has not previously officiated in the post, or, if he has officiated in it but his present substantive pay exceeds the pay which he last drew in it, he will, subject to the provisions of clause (2) of this rule, draw as initial pay the pay of the stage in the time-scale next above his present substantive pay, if any, and will draw increments after the periods usually required, and

(*b*) if he has previously officiated in the post, but his present substantive pay does not exceed the pay which he drew when last officiating, he will draw initial pay equal to that pay and will count for increment in that stage the period during which he was drawing the said pay ;

Provided that when a Government servant, who has entered the service of Government after March 9th, 1926, is appointed substantively from a temporary post held substantively by him to a post on a time-scale of pay, other than the post relinquished by him upon appointment to the temporary post, his pay in the time-scale shall be fixed under clause (*a*) with reference to the pay which, had he not been appointed to the temporary post, he would have been drawing in the time-scale applicable to the post held by him prior to his appointment to the temporary post and not with reference to the pay drawn by him in the temporary post.

(2) On retransfer from a temporary or permanent post held substantively by him to the post held by him before transfer a Government servant who has entered the service of Government after 9th March, 1926, will draw in the time-scale of the post, from which he was transferred, the pay which he would have been drawing at the time of retransfer, had he not been transferred.

Note 1.—If the maximum of a post is altered with no change in the rate of increment and the minimum, the initial pay of the holder of that post should be fixed under Rule 41(*b*) and not under Rule 41(*a*), even though he may be holding the post substantively.

Note 2.—Reversion to the ordinary cadre of a service from a tenure post included in that cadre or from a tenure or special post not included in it does not constitute 'substantive appointment to a post' for the purposes of this rule.

42. Rule 41 (*a*) does not apply in cases of Government servants recruited after 9th March 1926 when they are transferred from a post on a scale of pay specially fixed for Bombay City (which scale is in reality inclusive of local allowance) to a post on a scale of pay fixed for the mofussil or *vice versa*. In such cases the orders of Government as to initial pay should be obtained unless under Rule 62 the transferee must enter the time-scale to which he is transferred at its lowest stage.

43. The re-employment of a Government servant after resignation or after discharge on reduction of establishment amounts to a fresh appointment for the purpose of Rule 41 and he will therefore draw the

minimum of the time-scale. If in any case it is considered that a higher rate of pay should be given the case can be dealt with under Rule 50.

44. The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay; provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised is final.

Note 1.—This rule applies to an officiating as well as to a substantive holder of the post.

Note 2.—The expression "subsequent increment on the old scale" in the proviso to this rule should be held to include grade promotion in cases in which a time-scale of pay has been substituted for a graded scale of pay.

45. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Government servant by Government, or by an authority to whom Government may delegate this power, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

46. Where an efficiency bar is prescribed in a time-scale the increment next above the bar shall not be given to a Government servant without the specific sanction of the authority empowered to withhold increments.

47. Since the passing of an efficiency bar is analogous to promotion from one grade to another, on being permitted to pass an efficiency bar which has been raised against him a Government servant will draw the pay of the lowest stage in the time-scale above the bar, provided he has been on the highest pay below the efficiency bar for at least a year.

Note 1.—The provisions of this rule shall not be held to be applicable to Government servants held up at efficiency bars before 1st August 1923. Such Government servants may be permitted on crossing the bar to count for increments the period during which they were held to be ineligible to cross it.

Note 2.—If a Bombay Medical Service or Subordinate Medical Service Officer is prevented by private circumstances beyond his control, of which the Surgeon General shall be judge, from presenting himself for his promotion examination on the completion of the prescribed period of service and if he passes the examination at the next opportunity, he shall have his increment antedated to the date on which he completed the prescribed period of service for promotion.

Note 3.—Should a Bombay Medical Service or Subordinate Medical Service Officer at the time when his promotion examination is approaching be engaged on plague, famine, or other special duty of such arduous nature, as, in the opinion of the Surgeon General, materially interferes with his preparation for examination, he shall be allowed a period after the completion of such duty equal in length to its duration before being required to appear for examination. He shall further, if he passes at this first opportunity, have his promotion antedated to when he completed the requisite number of years service for promotion, and shall draw the arrears of his higher pay.

48. A period of overstayal of leave does not count towards increments under Rule 50.

49. An increment which accrues during joining time cannot be drawn by a Government servant during that period. The pay admissible during joining time is regulated by Rule 101 which does not provide for the drawing of such an increment.

50. The following provisions prescribe the conditions on which service counts for increments in a time-scale :—

(*a*) All duty in a post to which a time-scale applies counts for increments in that time-scale.

(*b*) Officiating service in another post, service in a temporary post, and leave other than extraordinary leave, count for increment in a time-scale applicable to the post on which the Government servant concerned holds a lien, or would hold a lien had his lien not been suspended under Rule 19 : Provided that Government shall have power, in any case where they are satisfied that the leave was taken on account of illness or for any other cause beyond the Government servant's control, to direct that extraordinary leave shall be counted for increments under this clause.

(*c*) If a Government servant, while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increments in the time-scale applicable to such lower post.

(*d*) If a Government servant's substantive tenure of a temporary post is interrupted by duty in another post or by leave other than extraordinary leave or by foreign service, such duty, leave, or foreign service, counts for increments in the time-scale applicable to the temporary post, if the Government servant returns to the temporary post : Provided that Government shall have power in any case, where they are satisfied that the leave was taken on account of illness or for any other cause beyond the Government servant's control, to direct that extraordinary leave shall be counted for increments under this clause.

(*e*) Foreign service counts for increments in the time-scale applicable to—

(*i*) the post in Government service on which the Government servant concerned holds a lien, or would hold a lien had his lien not been suspended under Rule 19, and

(*ii*) any post to which he may receive officiating promotion under Rule 111 below, for the duration of such promotion.

Note 1.—The intention of this rule is to allow the concession irrespective of—

(1) whether the higher post is within or outside the Department to which the Government servant belongs, and

(2) whether the Government servant, but for his appointment to the higher post, would have continued to officiate in the lower post or not.

Note 2.—See note below Rule 9 (16) (*a*).

Note 3.—An increment which accrues during joining time cannot be drawn during that period. The pay admissible during joining time is regulated by Rule 101.

51. An authority may grant a premature increment to a Government servant on a time-scale of pay if it has power to create a post in the same cadre on the same scale of pay.

Note.—A proposal to grant an increment to a Government servant on a time-scale pay in advance of the due date should be scrutinized with special jealousy as it is contrary to the principle of a time-scale pay to grant an increment before it is due. Such

a grant of advanced increment should not, therefore, be recommended or allowed excepting under circumstances which would justify the grant of personal pay to a Government servant, that is to say seldom, if ever.

52. When transfers from one department to another take place with the mutual consent of the heads of offices concerned, they should not involve loss of service for increments.

53. (*i*) When a clerk, who is unqualified, passes while in service the necessary qualifying examination, he should, if drawing less than the minimum pay fixed for qualified clerks, draw such minimum pay from the date of his passing the qualifying examination, or, if drawing the minimum or more than the minimum, get two advance increments from that date.

(*ii*) When a clerk, who possesses lower qualifications, passes while in service the examination which confers upon him higher qualifications, he should, if drawing less than the minimum pay fixed for clerks possessing such higher qualifications, draw such minimum pay from the date of his passing the higher qualifying examination, or, if drawing the minimum or more than the minimum, get two advance increments from that date.

(*iii*) In cases where establishments are divided into Upper and Lower Divisions a clerk, who qualifies for the Upper Division by graduation, should receive no increment so long as he remains a member of the Lower Division merely by reason of the fact that he has graduated; when he is actually promoted to the Upper Division the ordinary rules as regards starting pay on promotion should apply.

(*iv*) In the cases mentioned in (*i*) and (*ii*) the clerk should count the period for his next increment from the date of the special increments; and in the case mentioned in the latter part of (*iii*) the clerk should count the period of his next increment from the date of promotion to the Upper Division.

54. The authority, which orders the transfer of a Government servant as a penalty from a higher to a lower grade or post, may allow him to draw any pay not exceeding the maximum of the lower grade or post, which it may think proper.

55. If a Government servant is, on account of misconduct or inefficiency, reduced to a lower grade or post, or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and if so to what extent.

56. (1) Subject to the provisions of Chapter XIV a Government servant holding one post substantively who is appointed to officiate in another post shall not draw enhanced pay on account of the officiating appointment unless it involves the assumption of duties or responsibilities of greater importance than, or of a different character from, those attaching to the substantive post:

Provided that Government may exempt from the operation of this rule any provincial or subordinate service which is not organised on a time scale basis, and in which a system of acting promotion from grade to grade is in force.

(2) For the purposes of this rule an officiating post shall not be deemed to involve duties of greater responsibility or of a different character if the officiating post is on the same scale of pay as the substantive post. Any two posts are said to be on the same scale of pay when they fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

Note.—Officiation in the post of District and Sessions Judge first grade is deemed to involve the assumption of duties and responsibilities of greater importance.

57. Subject to the provisions of Rules 56 and 66, a Government servant officiating in a post will draw the presumptive pay of that post. If however the presumptive pay of the post whether permanent or temporary, which he holds substantively, is greater than the presumptive pay of the new post, he will draw pay equal to the presumptive pay of his substantive post.

Note.—If the post in which a Government servant officiates is tenable by a Government servant of any one of several grades or classes in a cadre and the fixation of the pay of all such grades or classes is within the competence of Government, Government may permit the officiating Government servant to draw the pay of any one of such grades or classes.

58. A Government servant when appointed to officiate in a grade or class in a cadre, in which there are more rates of pay than one, should ordinarily be given officiating pay calculated on the lowest rate of pay of the grade or class in the cadre.

59. The minimum period for which a claim to enhanced pay on officiation is recognised is one week.

60. (*a*) The pay of a Government servant officiating in a post, the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service, is the pay which he would from time to time receive if he held the post substantively.

(*b*) The pay of a Government servant officiating in a post the pay of which has been reduced with effect from the next succession thereto is the reduced pay.

61. The pay of a Government servant officiating in an appointment the pay of which has been increased with effect from the next succession thereto is the increased pay.

62. A Government servant officiating in a post on a time-scale draws as initial pay the stage of the time-scale next above his substantive pay, if any; provided that, if he has previously officiated in the post or in a post in the same cadre on the same time-scale, his initial pay shall not be less than the pay which he drew when last officiating. All officiating service in any stage of the time-scale, whether continuous or not, counts for increment in that stage. If the presumptive pay of the Government servant's substantive post at any time exceeds the pay calculated under this rule, he will draw pay equal to that presumptive pay. Government

may however permit an officiating Government servant to draw as initial pay any stage of the time-scale.

63. If a Government servant's lien on his substantive appointment is suspended, the presumptive pay of the temporary post held by him may for the purpose of calculating his pay in another appointment be taken as his substantive pay.

64. Where a Government servant has officiated in a cadre or class before the introduction of a time-scale and has drawn during that officiating tenure pay equal to a stage or intermediate between two stages in a time-scale which has since been introduced, such officiating service will count for increments in the same stage, or, if the pay was intermediate between two stages, in the lower stage of the time-scale.

65. When a Government servant officiates in a post the pay of which has been fixed at a rate personal to another Government servant, he will draw pay at any rate not exceeding the rate so fixed, or, if the rate so fixed be a time-scale, will draw initial pay not exceeding the lowest stage of that time-scale and future increments not exceeding those of the sanctioned scale.

66. Government may fix the pay of an officiating Government servant at an amount less than that admissible under these rules.

67. A person holding no substantive appointment under Government, who is appointed to officiate in any post, permanent or temporary, on a time-scale of pay, shall not be allowed to count for purposes of increment on the time-scale past non-continuous officiating service in such permanent post or non-continuous service in such temporary post. If in any case it is considered that a higher rate of pay should be given the case can be dealt with under Rule 51.

68. In place of Government servants who are treated as on duty under Rule 9 (16) (*c*) to (*i*), officiating appointments may be made, but no extra cost should ordinarily be imposed on the State by such appointments. A competent authority may however allow officiating promotions in the place of Government servants undergoing training in cases in which it has been authorised by Government to do so.

69. Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

70. When a temporary post is created which may have to be filled by a person not already in Government service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.

71. When a temporary post is created which will probably be filled by a person who is already a Government servant, its pay should be fixed by Government with due regard to—

(*a*) the character and responsibility of the work to be performed; and

(*b*) the existing pay of Government servants of a status sufficient to warrant their selection for the post.

72. Government may make a subsistence grant to a Government servant in the following circumstances :—

(*a*) To any Government servant other than a military officer while under suspension. The grant in such cases shall not exceed one-fourth of the pay of the Government servant.

(*b*) To any Government servant appointed outside India up to a maximum of two months, if on first arrival in India he is prevented by illness from proceeding to the station to which he is ordered to proceed.

73. The subsistence grant of a Government servant appointed in England who on first arrival in India is prevented by illness from proceeding to join his post shall be Rs. 250 or the pay to which he will be entitled when he takes over charge of his duties, whichever is less.

74. No Government servant (other than a police officer acting within his legal powers or an excise officer acting under the orders of the Commissioner of Excise) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority. With the sanction of a competent authority a Government servant may proceed on duty to any part of British India, whether within or beyond the limits of the Bombay Presidency, or to any Indian State or Foreign Settlement in India, and may draw pay and allowances for such duty.

Note.—The above orders are not intended to clash in any way with the right of the Metropolitan to summon the Bishop of Bombay to Calcutta. The sanction of the Government of India for the visit under those orders, is, however, necessary before the Bishop can draw the allowance for the tour under rule 6 of the Rules under section 118 of the Government of India Act.

75. The signature of His Excellency the Governor, or of a Member of Council or Minister, on his pay or travelling allowance bills for any period during which he has been absent from his jurisdiction will be sufficient authority for the Accountant General to pass pay and allowances (according to rule) for the period in question in favour of His Excellency, the Member or Minister. In respect of Government servants accompanying them the signature of the Deputy Secretary, the Under Secretary or the Assistant Secretary of the Department concerned or of the Controlling Officer should be considered sufficient.

76. Government may accord a general sanction allowing an officer to proceed to a station beyond his sphere of duty in cases where his duty requires him to proceed to that station frequently, the controlling officer's signature on his travelling allowance bills being taken to be proof that his journeys to the place were necessitated by official requirements.

77. A Government servant appointed to a temporary post will cease to draw the pay of that post on the expiry of the period for which it is sanctioned unless the sanction is renewed further. To avoid

inconvenience and to enable the Government servant concerned to draw the pay of the temporary post after the expiry of the original sanction if he continues to hold the post, application for the sanction of the competent authority to the renewal should be made in sufficient time to admit of its consideration and disposal before the date of expiry of the previous sanction.

78. Cancelled.

CHAPTER V—JOINING TIME.

79. Joining time may be granted to a Government servant to enable him—

(*a*) to join a new post to which he is appointed while on duty in his old post; or

(*b*) to join a new post,—

(*i*) on return from leave on average pay of not more than four months' duration, or

(*ii*) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (*i*); or

(*c*) to travel from the port of debarkation and organize his domestic establishment when he returns from leave out of India of more than four months' duration; or

(*d*) on departure on or return from leave, to proceed from or to the place, at which he is posted, to or from specified stations, when the place concerned is in a remote locality which is not easy of access.

Provided that joining time shall not be allowed for the purposes specified in clause (*c*) or clause (*d*) to any person to whom Rule 766 applies.

Note 1.—The authority which ordered the transfer will decide whether the Government servant has not had sufficient notice under sub-clause (*b*) (*ii*) above.

Note 2.—For the purpose of joining time leave to Ceylon should be treated as leave out of India.

Note 3.—The rules relating to joining time applicable to a Government servant transferred from one province to another will be those in force in the province to which the Government servant is transferred.

Note 4.—The intention of sub-clause (*i*) of clause (*b*) of this rule is that joining time should be allowed to those Government servants who are granted privilege leave or leave on average pay for not more than four months, or privilege leave up to a maximum of six months under the special war concession, and are transferred to a new station on the termination of such leave.

80. If vacation is combined with leave, joining time should be regulated under clause (*b*) (*i*) of Rule 79 it the total period of leave and vacation combined is of not more than four months' duration and under clause (*c*) if the leave out of India and vacation combined is of more than four months' duration.

81. Joining time is allowed under the following rules in all cases in which it may be granted.

82. Where the needs of the service clearly require that a Government servant should join the post to which he is newly appointed as speedily as possible, and he is informed to that effect, Government expect that he will join at his new station as speedily as practicable without availing himself of the full joining time permitted by these rules. Heads of offices

are further reminded that an order of Government appointing a Government servant to another station should be regarded as an order to him to join the new office within the time admissible, and that they will be held responsible that their assistants are relieved without delay.

83. No more than one day is allowed to a Government servant in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule.

84. No joining time is admissible when the change of appointment does not involve an actual change of office. Joining time of one day is admissible where there is an actual change of office in the same station.

Note.—The offices of Collectors and Assistant and Deputy Collectors are distinct offices for the purpose of this rule.

85. In cases necessarily involving a change of station the joining time allowed is subject to a maximum of 30 days. Six days are allowed for preparation, and, in addition, a period to cover the actual journey calculated as follows :—

(*a*) A Government servant is allowed—

For that portion of the journey which he travels or might travel		One day for each.	
By railway	..	250 miles	
By ocean steamer	..	200 ,,	Or any longer time actually occupied in the journey.
By river steamer	..	80 ,,	
By motor car or horse-drawn conveyance plying for public hire	..	80 ,,	
In any other way	..	15 ,,	

(*b*) For any fractional portion of any distance prescribed in clause (*a*) an extra day is allowed.

(*c*) When part of the journey is by steamer the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.

(*d*) Travel by road not exceeding five miles to or from a railway station at the beginning or end of a journey does not count for joining time.

(*e*) A Government servant, whose pay does not exceed Rs. 100, is not ordinarily expected to travel by motor car or horse-drawn conveyance plying for public hire, and his joining time is calculated accordingly.

(*f*) A Sunday does not count as a day for the purpose of the calculations in this rule, but Sundays are included in the maximum period of 30 days.

(*g*) A gazetted holiday counts as a day for the purposes of this rule.

Note.—In cases where officers are deputed to undergo special courses of instruction or training, it is not ordinarily necessary to grant as much joining time as they would be entitled to on transfer. Heads of offices sanctioning such deputations should see that no more joining time than what is absolutely necessary is allowed in each case.

86. When a Government servant returning from leave out of India exceeding four months takes joining time before joining his post, his joining time shall be calculated as prescribed in Rule 85; provided that it shall, if he so desire, be subject to a minimum of ten days.

87. By whatever route a Government servant actually travels his joining time shall, unless Government for special reasons otherwise order, be calculated by the route which travellers ordinarily use.

88. If a Government servant is authorised to make over charge of a post elsewhere than at its headquarters, his joining time shall be calculated from the place at which he makes over charge.

89. If a Government servant is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment; but a second period of six days for preparation will not be allowed to him.

90. If a Government servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case the period may be treated as joining time.

91. If a Government servant is appointed to a new post while on leave on average pay of not more than four months' duration, his joining time will be calculated from his old station or from the place in which he received the order of appointment, whichever calculation will entitle him to the less joining time. If he is on leave out of India and receives the order before he arrives at the port of debarkation, the port of debarkation is the place at which he received the order for the purpose of this rule.

In cases falling under this rule, in which the Government servant joins his post before the expiry of his leave and joining time, the audit officer may, without reference to the authority which granted the leave, deduct full joining time in reckoning the amount of leave to be debited to the Government servant.

92. A Government servant transferred during vacation may join his new appointment at the end of the vacation, even though the joining time calculated under Rule 85 is thereby exceeded.

93. A Government servant without a substantive appointment is not entitled to any pay during joining time, but, if such a Government servant officiating or holding a temporary post in an office is transferred either to a permanent or temporary post in another office, the officer who orders the transfer may allow him to draw during his transit the pay which he drew prior to relinquishing charge of his old post or the pay which he will draw on taking charge of his new post, whichever is less.

94. Government may in any case extend the joining time admissible under these rules.

95. Within the prescribed maximum of 30 days a competent authority may, on such conditions as it thinks fit, grant to a Government servant

a longer period of joining time than is admissible under the rules in the following circumstances :—

(*a*) When the Government servant has been unable to use the ordinary mode of travelling, or notwithstanding due diligence on his part has spent more time on the journey than is allowed by the rules ; or

(*b*) when such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfer ; or

(*c*) when the rules have in any particular case operated harshly, as for example when a Government servant has through no fault on his part missed a steamer or has fallen sick on the journey.

96. When a Government servant upon transfer from one appointment to another does not change his place of residence, the transfer does not involve a change of station even though the headquarters of the two appointments may be at different places. Consequently the joining time admissible in such cases is governed by Rule 84.

97. The Audit Officer shall move the Head of the Department concerned to report to Government any concession made under Rule 95 which appears to him contrary to the spirit of the rule. The latter officer may not finally overrule the Audit Officer without a reference to Government.

98. When a Government servant is transferred without change of headquarters and at the same time obliged to join an officer on tour, the time for his journey out to camp calculated in the manner laid down in Rule 85 may be allowed in addition to the one day admissible under Rule 84.

99. I. Government servants posted at the places named in column 1 of the following table are entitled to joining time under Rule 79 (*d*) during journeys made while proceeding on or returning from leave between any such place and the station named against it in column 2 of the table, subject to any conditions mentioned in column 3 of the table :—

Place.	Station.	Conditions.
1	2	3
Any place in Persia and any place in the Persian Gulf, Arabia or Mesopotamia.	Karachi ..	Provided that the leave taken is not leave on average pay not exceeding four months.
Aden	Bombay or Karachi.	Provided that the leave taken is not leave on average pay not exceeding four months.
Any place in Persia and the Persian Gulf.	Basra ..	Provided that the leave taken is not leave on average pay not exceeding four months and a journey to Europe if made is made by the overland route *via* Baghdad and Haifa or Beyrout.

II. The amount of joining time admissible to a Government servant under clause I is the actual time spent on the journey, or the period, if any, shewn for the journey in the following table whichever is less; provided that the journey shall be held to commence on the day following the handing over charge of the Government servant's post or on the day of his arrival at the station named in column 2 of the table below clause I according as the Government servant is departing on or returning from leave :—

Journey	Period
Between Shiraz and Karachi	26 days.
„ Kermanshah and Karachi *via* Basra and Baghdad	23 days.
„ Dizful and Karachi	19 days.
„ Ahwaz and Karachi	15 days.
„ Maskat and Karachi	10 days.
„ Baghdad and Karachi	20 days.
„ Bushire and Karachi	12 days.
„ Mohammerah and Karachi	13 days.
„ Bahrein „ Koweit } and Karachi .. .. „ Lingah	The actual number of days occupied in the transmission of mail letters at the time when the journey is made *plus* 8 days.
„ Aden and Bombay or Karachi	12 days.

III. A Government servant transferred from any of the places named in column 1 of the table in clause I is entitled to joining time under clause (*a*) or (*b*) of Rule 79 in addition to any joining time, admissible under clause II above. The additional joining time should be calculated as though the post from which the Government servant is transferred were the station shown in column 2 of the table below clause I against the place which he is serving.

IV. The concession prescribed by clause I is not admissible to a non-gazetted Government servant in superior service in Persia or the Persian Gulf on pay not exceeding Rs. 400 if his departure on leave necessitates the importation of a substitute from India to fill a vacancy extending over less than three months exclusive of the joining time calculated under clause II.

100. Officers and clerks serving in the Aden Residency and domiciled in India are entitled to joining time under Rule 79 (*d*) during journeys made while proceeding on or returning from leave between Aden and Karachi, or Aden and Bombay. The amount of joining time admissible to them is the actual time spent on the journey or 12 days, whichever is less, provided that the journeys should be held to commence on the day

following either the handing over of the charge of the Government servant's post or his arrival in Bombay or Karachi, according as the Government servant is departing on or returning from leave.

101. A Government servant on joining time shall be regarded as on duty and shall be entitled to be paid as follows :—

(*a*) If on joining time under clause (*a*) of Rule 79, he is entitled to the pay which he drew prior to relinquishing charge of his old post, or the pay which he will draw on taking charge of his new post, whichever is less.

(*b*) If on joining time under clause (*b*) or (*c*) of Rule 79 he is entitled—

(*i*) when returning from extraordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave, to no payments at all;

(*ii*) when returning from leave of any other kind, to the leave-salary which he last drew on leave at the rate prescribed for the payment of leave-salary in India.

Note 1.—A military officer subject to the military leave rules who retains a lien on his civil post is entitled during joining time under sub-clause (*ii*) above to draw the same amount of leave-salary which he would have drawn had he taken leave under civil leave rules; provided that such leave-salary shall not be less than that which he actually drew during the last portion of his leave.

(*c*) If on joining time under clause (*d*) of Rule 79, he is entitled to pay as though he were on duty in his post.

Note 2.—A Government servant on transfer is not entitled to be paid while on joining time unless his transfer is made in the public interests. A transfer made in consequence of his own misbehaviour does not fulfil this condition.

Note 3.—No extra pay (where the transfer involves the grant of extra pay) can be drawn in any case by a relieving Government servant until the transfer is complete, but, as far as ordinary pay and allowances are concerned, an exception may be made to the general rule in all cases in which the charge to be transferred (whether a division, a sub-division or other charge) consists of several scattered works, which the relieving and relieved Government servants are required by the orders of a superior officer to inspect together before the transfer can be completed. The relieving Government servant will be considered as on duty if the period taken in carrying out these inspections is not considered by the Superintending Engineer to be excessive. While so taking over charge, therefore, a Government servant will draw full pay, and will be regarded as on duty and not as on joining time.

102. A Government servant who does not join his post within his joining time is entitled to no pay or leave-salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of Rule 22.

CHAPTER VI—FOREIGN SERVICE.

103. The rules in this Chapter apply to those Government servants only who are transferred to foreign service after these rules come into force. Government servants transferred before that date will remain subject to the rules in force at the date of transfer.

104. To Government servants transferred to foreign service before 1st August 1913 the rules contained in Part VII of the original fifth edition of the Civil Service Regulations continue to apply. The rules in Part VII of the second reprint of that edition apply to Government servants transferred to foreign service between 1st August 1913 and 31st December 1921.

105. (*a*) Government servants transferred to foreign service before 1st January 1922 are entitled to take the benefit of the leave rules in Chapter XV and will be adjudged to have elected to do so if they do not exercise the option given by Rule 613. In the case of Government servants who have elected to be governed by the special or ordinary leave rules—

(*i*) their pay in foreign service shall be treated as pay for the purpose of calculating leave-salary, and

(*ii*) the existing obligation of foreign employers to pay a portion of leave allowances during privilege leave shall be held to continue during the first four months of any period of leave on average pay.

(*b*) The expression "their pay in foreign service" mentioned in clause (*i*) above means "the pay drawn in foreign service less such part of it as may be paid as contribution". In the case of officers who are exempted from the payment of contribution leave-salary should be based on the actual pay in foreign service without regard to the contribution which would have been paid but for the exemption.

106. Extensions of periods of deputation on foreign service ending after the date these rules came into force of Government servants who were transferred to foreign service prior to that date should be treated as fresh transfers and dealt with under these rules.

107. (*a*) No Government servant may be transferred to foreign service against his will.

(*b*) A transfer to foreign service outside India may be sanctioned by the Governor-General in Council.

(*c*) Subject to any restrictions which the Governor-General in Council may by general order impose in the case of transfer to the service of an Indian State, a transfer to foreign service in India may be sanctioned by Government or any other competent authority: Provided that transfer to foreign service during leave preparatory to retirement may be sanctioned by Government only.

108. A Government servant in foreign service will be entitled to revert six months after he has given notice to Government of his wish to revert, but Government may allow him to revert sooner. A Government servant in foreign service is liable to recall by Government at any time.

109. A transfer to foreign service is not admissible unless—

(*a*) the duties to be performed after the transfer are such as should for public reasons be rendered by a Government servant, and

(*b*) the Government servant transferred holds at the time of transfer a post paid from general revenues or holds a lien on such a post.

Note.—The transfer of a temporary Government servant to foreign service is permissible under this rule.

110. If a Government servant is transferred to foreign service while on leave, he ceases from the date of such transfer to be on leave and to draw leave-salary.

Note.—Foreign service of any kind (whether in India or out of India) during leave preparatory to retirement should be treated as "private employment" for the purpose of this rule, *i.e.*, an officer who has reached or is approaching the age of superannuation, notwithstanding his employment under a foreign employer, should be allowed to take leave which would be admissible to him, had he not accepted such employment, and pension contribution should not be recovered.

111. A Government servant transferred to foreign service will remain in the cadre in which he held a post prior to his transfer, and may be given such substantive or officiating promotion in that cadre as the authority competent to order promotion may decide. In giving promotion such authority will take into account—

(*a*) the nature of the work performed in foreign service, and

(*b*) the promotion given to juniors in the cadre.

112. A Government servant in foreign service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Government service. Subject to any restrictions which the Governor-General in Council may by general order impose in respect of transfer to the service of an Indian State or outside India, the amount of his pay, the amount of joining time admissible to him, and his pay during such joining time, will be fixed by the authority sanctioning the transfer in consultation with the foreign employer.

113. The Governor-General in Council has issued the following orders regulating the amount of remuneration which may be sanctioned by a local Government for a Government servant transferred to foreign service in an Indian State :—

1. When the transfer of a Government servant to foreign service in an Indian State is sanctioned, the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to

receive any remuneration or enjoy any concession which is not so specified; and, if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.

2. No order of transfer to foreign service shall be issued by a local Government without previous consultation with its Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.

3. The following two general principles must be observed by local Governments in sanctioning the conditions of transfer:—

(*a*) The terms granted to the Government servant transferred must not be such as to impose an unnecessarily heavy burden on the Indian State which employs him.

(*b*) The terms granted must not be so greatly in excess of the remuneration, which the Government servant would receive in Government service, as to render foreign service appreciably more attractive than Government service.

4. Provided that the two principles laid down in paragraph 3 above are observed, a local Government may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course, but in those cases only in which their grant is in accordance with local custom and the wishes of the Darbar, and is in the opinion of the local Government justified by the circumstances. The value of the concessions must be taken into account in determining an appropriate rate of pay for the Government servant in foreign service:—

(*a*) The payment of contributions towards leave-salary and pension under the ordinary rules regulating such contributions.

(*b*) The grant of travelling allowances under the ordinary travelling allowance rules of the local Government or under the local rules of the Darbar, and of permanent travelling allowance, conveyance allowance, and horse allowance.

(*c*) The use of state tents, boats, and transport on tour, provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible.

(*d*) The grant of free residential accommodation, which may be furnished, in cases in which the local Government considers this to be desirable, on such scale as may seem proper to the local Government.

(*e*) The use of State motors, carriages, and animals.

5. The grant of any concession not specified in paragraph 4 above requires the sanction of the Governor-General in Council.

114. The pay of a Government servant holding simultaneously two or more appointments in foreign service should be fixed as prescribed in Rule 112 so far as possible in accordance with the provisions of the rules contained in Chapter XIV.

115. If an officer on foreign service in India is sent by his employer out of India on duty, he should be treated as in foreign service in India. Similarly an officer on foreign service out of India deputed by his employer to India on duty should be treated as in foreign service out of India. The fact of the officers being so deputed should however be brought to the notice of the lending authority, as it might be necessary to reconsider the question of emoluments.

116. When any Government servant lent on foreign service conditions retires from British service without at the same time retiring from the service of his foreign employer, the Audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government, so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.

117. A copy of the orders issued by the Governor-General in Council under Rule 112 should be forwarded, both on first transfer and on renewal of an expired engagement, by the Audit Officer concerned to every Government servant whose services are lent for employment in an Indian State.

118. The following regulations govern the grant of overseas pay and passage concessions in the case of officers transferred to foreign service who would have been entitled to such pay and concessions had they not been so transferred :—

I. (*a*) Overseas pay will not be drawn in sterling, except where a foreign employer prefers to make his own arrangements to disburse the overseas pay in sterling and the employee agrees to it.

(*b*) In cases where the pay of officers in foreign service is fixed as the pay they would receive in Government service or the pay of a post in Government service, with or without an addition thereto in the form of a percentage of such pay $\frac{\text{and}}{\text{or}}$ of a fixed sum, the foreign employer may be called upon to pay the equivalent of sterling overseas pay according to the terms of the arrangement.

In both these cases, for the purpose of calculating contribution, the amount paid in sterling shall be converted at the current rate of exchange as defined in Article 343, Account Code.

II. In cases where pay is fixed as described in Clause I (*b*) above the foreign employer is liable top ay, in addition to the pay originally fixed and the sterling overseas pay or its equivalent in rupees, a contribution for passages at the rate of Rs. 50 a month payable during the whole tenure of an officer's service under him whether the officer is on leave or duty.

119. While a Government servant is in foreign service, contributions towards the cost of his pension must be paid to general revenues on his behalf. If the foreign service is in India, contributions must be paid on account of the cost of leave-salary also. Such contributions shall be paid by the Government servant himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

Note.—Pensions throughout this chapter include bonus, if any, payable to a Government servant's credit in a provident fund.

120. A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the Account Officer by the authority by whom the transfer is sanctioned. The Government servant himself should without delay communicate a copy to the officer, who audits his pay, and take his instructions as to the officerto whom he is to account for the contribution ; he should also report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service, and furnish from time to time particulars regarding his pay in foreign service, the leave taken by him, his postal address, and any other information which that officer may require.

Notes.— (*a*) In the case of foreign service out of India the "Account Officer" is the Accountant General, Central Revenues.

(*b*) In the case of foreign service in India—

(1) If pay in foreign service is paid from a Government treasury and is subject to audit by an Audit Officer of Government, the Account Officer is such Audit Officer ;

(2) otherwise the Account Officer is the Accountant General of the Province in which the Municipality, Port Trust, or other body concerned, is situated, or in the case of service under an Indian State the Accountant General of the Government in political relations with the State.

121. Contributions on account of a Government servant in foreign service will be calculated on the substantive pay which he would have drawn from time to time had he remained in Government service. In return for the contributions Government accepts the charge for the pension, and, if the foreign service is in India, the leave-salary of the Government servant. In calculating leave-salary and pension, the pay drawn in foreign service, less such part of it as may be paid as contribution, will count as pay for the purpose of Rule 9 (6).

122. The rates of contributions payable after the date on which these rules come into force on account of pension and leave-salary are prescribed in the following table :—

Class of service.	Leave and pension.	Pension only.
	Per cent.	Per cent.
(1) Government servants under special leave rules.	37½	15
(2) Gazetted Government servants under ordinary leave rules	30	12½
(3) Other Government servants	25	12½

123. In addition to the contributions prescribed under Rule 122, subscribers to the Bombay Uncovenanted Service Family Pension Fund must pay to Government a contribution equal to one-fourth or one-sixth of the premium paid to the fund as follows :—

(*i*) If they joined the fund on or before the 12th November 1900 .. One-fourth.

(*ii*) If they joined after that date .. One-sixth.

124. Pension contribution in respect of Forest subordinates lent to the Military authorities to take charge of Cantonment Forests should be recovered under Rule 121.

125. Subscribers to the Uncovenanted Service Family Pension Funds transferred to service under a local fund which qualifies for pension payable from the local fund must, while employed under the local fund, pay the additional premium prescribed in Rule 123.

126. In the case of the Bombay Fund, if the premium is paid at a Government treasury, the additional premium is collected at the same time without the intervention of the Directors of the Fund, but, if the premium is paid to the Directors, they collect the additional premium also and adjust it in communication with the Accountant General, Bombay.

127. Subject to any orders of the Governor-General in Council in respect of transfer to foreign service out of India or in an Indian State, Government may (*a*) remit the contributions due in any specified case or class of cases, and (*b*) make rules prescribing the rate of interest, if any, to be levied on overdue contributions.

128. The following classes of Government servants are exempted from the payment of contribution, and their leave-salaries and pensions are calculated according to the rules applicable to Government servants :—

(*i*) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty which, though paid for by them, also promotes provincial interests.

(*ii*) Medical Officers lent to charitable dispensaries or hospitals in British India.

(*iii*) The Municipal Commissioner for the City of Bombay, and any other Government servant or class of Government servants exempted under the old rules from the payment of contribution.

(*iv*) Chief Officers, Engineers, and Health Officers of District Local Boards, who are Government servants.

129. If a contribution for leave-salary or pension, which is due from a Government servant in foreign service, is not paid within fifteen days from the end of the month in which the pay, on which it is based, has been drawn by the Government servant concerned, he must pay to Government, unless specifically exempted by Government, interest on the unpaid contribution at the rate of four pies a day per Rs. 100 upon the amount due from the date of expiry of the period of fifteen days up to the date on

which the contribution is finally paid. This rule applies both to officers in foreign service in India and to officers, who are transferred to foreign service outside India with the sanction of the Governor-General in Council.

130. When the contribution falls into arrear, the Account Officer should bring the fact to the notice of the Government servant in foreign service and claim interest in accordance with the above rule. If any amount due including interest is not paid within twelve months of its accrual, the Account Officer should intimate to the Government servant the amount due up to date, and inform him that in consequence of the default he has forfeited his claim to pension, or pension and leave-salary, as the case may be. In order to revive his claim the Government servant must at once pay the amount due and represent his case to Government, who will finally deal with it.

131. A Government servant in foreign service may not elect to withhold contributions and to forfeit the right to count as duty in Government service the time spent in foreign employ. The contribution paid on his behalf maintains his claim to pension, or to pension and leave-salary as the case may be, in accordance with the rules of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid, and no claim for refund can be entertained.

132. A Government servant transferred to foreign service may not, without the sanction of Government, accept a pension or gratuity from his foreign employer in respect of such service.

133. A Government servant in foreign service in India may not be granted leave, otherwise than in accordance with the rules applicable to the service of which he is a member, and may not take leave or receive leave-salary from Government unless he actually quits duty and goes on leave.

134. A Government servant in foreign service is personally responsible for the observance of Rule 133. By accepting leave to which he is not entitled under these rules he renders himself liable to refund the leave-salary irregularly drawn, and, in the event of his refusing to refund, to forfeit his previous service under Government and to cease to have any claim on Government in respect of either pension or leave-salary.

135. When it comes to the notice of the Account Officer that a Government servant in foreign service has accepted leave to which he was not entitled under these rules, he shall require the leave so granted to be commuted into the leave for which the Government servant is eligible under the rules, and call upon him to refund any leave-salary drawn in excess of the amount admissible.

136. A Government servant in foreign service out of India may, unless special arrangements as to leave have been made on his behalf by the authority sanctioning his transfer, be granted leave by his employer on such conditions as the employer may determine. The leave-salary

on such leave will be paid by the employer, and the leave will not be debited against the Government servant's leave account.

137. A Government servant in foreign service, if appointed to officiate in a post in Government service, will draw pay calculated on the pay of the post in Government service on which he holds a lien and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

138. A Government servant reverts from foreign service to Government service on the date on which he takes charge of his post in Government service ; provided that, if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as Government may decide.

139. When a Government servant reverts from foreign service to Government service, his pay will cease to be paid by the foreign employer, and his contributions will be discontinued with effect from the date of reversion.

140. When an addition is made to a regular establishment on the condition that its cost, or a definite portion of its cost, shall be recovered from the persons for whose benefit the additional establishment is created, recoveries shall be made under the following rules :—

(*a*) The amount to be recovered shall be the gross sanctioned cost of the service, or of the portion of the service, as the case may be, and shall not vary with the actual expenditure of any month.

(*b*) The cost of the service shall include contributions at such rates as may be laid down under Rule 122, and the contributions shall be calculated on the sanctioned rates of pay of the members of the establishment.

(*c*) Government may reduce the amount of recoveries or may entirely forego them.

141. In the case of establishments that existed before 1st January 1922 contributions for pensions and leave-salary should continue to be recovered at the old rates even though the incumbents may change or additions are made to the establishments.

142. Recovery of contribution is remitted in the case of Indian Superintendents of Vaccination and of Vaccinators who have been declared to be pensionable servants of Government and are employed in cantonments or under municipalities or paid from Local Funds.

143. The recoveries referred to in clause (*c*) of Rule 140 should not be effected in the case of temporary establishments in foreign service entertained under that rule when the persons have not been transferred from Government service but are outsiders temporarily appointed. Cases in which the temporary service eventually becomes pensionable should be met by recovering contribution in arrears under proper authority.

144. Contribution on account of Bombay Medical Service Officers and Subordinate Medical Service Officers lent to local bodies is levied at Rs. 200 and Rs. 90 per mensem respectively.

145. A Gazetted Officer in foreign service is entitled to the services of the Civil Surgeon of the district in or near which he is employed, if no Medical Officer is provided by his employer. This concession is also admissible to any lent officer of Government of gazetted rank who is not provided with a medical attendant of gazetted rank by his employer.

CHAPTER VII—SERVICE UNDER LOCAL FUNDS.

146. Government servants paid from local funds which are administered by Government are subject to the provisions of Chapters I to V and VIII to XVII of these rules.

147. The transfer of Government servants to service under local funds which are not administered by Government will be regulated by the rules in Chapter VI.

148. Persons transferred to Government service from a local fund which is not administered by Government will be treated as joining a first post under Government, and their previous service will not count as duty performed. Government may, however, allow previous service in such cases to count as duty performed on such terms as it thinks fit.

149. Only such funds as are administered through Government agency (*i.e.*, by Government officers on behalf of Government) are to be treated as " funds administered by Government ". The funds administered by more or less independent Local Bodies created by Acts of Legislature are classed as " funds not administered by Government ". The following are the local funds which are administered by Government :—

1. Cantonment Funds.
2. Mounted Police Funds.
3. Northern and Southern Group Port Funds.
4. Landing and Wharfage Fee Fund.
5. Sea Pilotage Fund, Karachi.
6. Civil Station Funds.
7. Agency Funds—
   Mahi Kantha.
   Rewa Kantha.
8. Public Conveyance Funds.
9. Cinematograph Act Fund.

CHAPTER VIII—DISMISSAL AND SUSPENSION.

150. The pay and allowances of a Government servant who is dismissed from service cease from the date of such dismissal.

151. A Government servant under suspension is entitled to the following payments :—

(*a*) If a military officer in civil employ, to the pay and allowances of his military rank.

(*b*) In any other case to subsistence grant.

152. When the suspension of a Government servant as a penalty for misconduct is upon reconsideration or appeal held to have been unjustifiable or not wholly justifiable ; or

when a Government servant dismissed or suspended pending enquiry into alleged misconduct is upon reconsideration or appeal reinstated ;—

the revising or appellate authority may grant to him for the period of his absence from duty—

(*a*) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or suspension ; or

(*b*) if otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe.

In a case falling under clause (*a*), the period of suspension or dismissal will be treated as a period spent on duty. In a case falling under clause (*b*) it will not be treated as a period spent on duty unless the revising or appellate authority so direct.

Note.—Under this rule an appellate authority can convert a period spent under suspension into one of leave.

153. Leave may not be granted to a Government servant under suspension.

154. No extra cost may ordinarily be imposed on the State by the grant of pay and allowances under Rule 152, without the permission of Government. In cases, however, where the cost does not exceed Rs. 500 and where the period during which the Government servant has remained unemployed during suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the authority mentioned in Rule 152.

155. In deciding whether any pay and allowances should be granted under Rule 152 to Government servants in temporary employ the period for which the temporary appointment has been sanctioned should be taken into consideration.

156. A Government servant committed to prison either for debt or on a criminal charge should be considered as under suspension from the

date of his arrest and therefore entitled only to subsistence grant under Rule 151 until the termination of the proceedings against him, when, if he is not dismissed, an adjustment of his pay and allowances should be made according to the conditions and terms prescribed in Rule 152, the full amount being given only in the event of the Government servant being considered to be acquitted of blame, or, if the imprisonment was for debt, of its being proved that the Government servant's liability arose from circumstances beyond his control.

157. The amount of subsistence grant, if any, already drawn is to be deducted from the pay and allowances or proportion of them which may be granted under Rule 152.

158. Posts vacated by dismissed Government servants may be filled substantively, subject to the condition that the arrangements thus made will be reversed if the dismissed Government servant is reinstated on appeal.

159. The grant of pay and allowances or a proportion of them under Rule 152 does not cancel any acting arrangements that may have been in force while the Government servant was under suspension or dismissal.

160. A Government servant of the Marine Department, whose duties are not confined to the shore, will draw while under suspension rations, or compensation in lieu thereof, in addition to the subsistence allowance.

CHAPTER IX—COMPULSORY RETIREMENT AND RESIGNATION OF OFFICE.

161. (*a*) Except as otherwise provided in this rule, a Government servant, other than a ministerial servant, is required to retire on attaining the age of 55 years. He may be retained in service after that age with the sanction of Government or the authority competent to fill the appointment of the Government servant concerned on public grounds, which must be recorded in writing; but he must not be retained after the age of 60 years except in very special circumstances.

(*b*) A ministerial servant may be required to retire at the age of 55 years, but should ordinarily be retained in service, if he continues efficient, up to the age of 60 years. He must not be retained after that age except in very special circumstances, which must be recorded in writing, and with the sanction of Government.

Note.—This clause does not apply to Government servants in inferior service. The sanction of Government is not required for keeping inferior servants in service after 60 years. The authorities competent to grant extension of service after 60 years to superior Government servants are enumerated in Appendix I (page 218).

(*c*) The following rules are applicable to particular services :—

(*i*) Unless otherwise provided by general or special orders of Government, in the case of Government servants mentioned below whether they are recruited directly or are promoted from subordinate posts the age limit is 60 years :—

(1) The Chief Judge, Court of Small Causes, Bombay;

(2) The Administrator General and Official Trustee, Bombay;

(3) Additional Judicial Commissioners of Sind who are not members of the Indian Civil Service.

(*ii*) A Government servant in the Bombay Engineering Service must retire on reaching the age of 55 years, and may be required by Government to retire on reaching the age of 50 years if he has not attained the rank of Superintending Engineer: provided that in the case of Chief Engineers, Government may in very special circumstances grant an extension of service not exceeding 3 months.

(*iii*) Government servants in the Bombay Educational Service Class I and the Bombay Medical Service and holders of Special Posts employed in the Educational and Medical Departments must retire at the age of 55 years: provided that

Professors may be retained in civil employ up to the age of 60 years by Government in very special circumstances if it is considered in the interests of public service to do so.

Note 1.—The grant under Rule 753 of leave extending beyond the date upon which a Government servant must compulsorily retire or beyond the date upon which a Government servant has been permitted to remain in service shall be treated as sanctioning an extension of service up to the date on which the leave expires.

Note 2.—When a Government servant is required to retire, revert, or cease to be on leave, on attaining a specific age, the day on which he attains that age is reckoned as a non-working day and the Government servant must retire, revert, or cease to be on leave, as the case may be, with effect from and including that day.

162. Each Government servant's case should be taken up when he is approaching the age of superannuation and before the expiry of each extension of service. Extensions may not be granted for any period exceeding one year at one time, the first extension being given generally up to the end of the financial year. It is desirable in cases of extensions of service which require the sanction of Government that reports should be made at least two months before the necessity for sanction or fresh sanction arises.

163. No claim to compensation from a Government servant who is required to retire under the provisions of Rule 161 will be entertained.

164. When a Government servant has been refused an extension of service, he may in the absence of specific orders to the contrary be allowed to continue in service until he is relieved by his successor. In cases, however, where an extension of service has been applied for and granted and no further extension is asked for and sanctioned, the Government servant must be held to cease to be in the service of Government and to be entitled to no pay from the date of the expiration of the period for which the extension was granted. It is for the officer, under whom the Government servant, to whom the extension has been given, is serving, to take timely measures to ensure as far as in him lies that another Government servant shall be available to take over charge from the time-expired Government servant on the date on which the extension given terminates.

165. Without the previous sanction of Government no promotion, whether acting or substantive, in a permanent or temporary establishment should be given to a Government servant who is under extension. This order does not debar such a Government servant from earning an increment, if the pay of the appointment held by him is on a time-scale, and does not apply to a Government servant the pay of whose appointment is enhanced, *e.g.*, as part of a scheme.

165-A. Government may remove any Government servant subject to these rules from Government service, or may require him to retire from it, on the ground of misconduct, insolvency or inefficiency:

Provided that before any such order is issued, the procedure prescribed in rule XIV of the rules made under section 96-B (2) of the Act by the Secretary of State in Council on the 22nd December 1920, shall be followed.

CHAPTER X—MAINTENANCE OF RECORDS OF SERVICE.

Gazetted Government Servants.

166. A record of the services of each Gazetted Government servant is maintained by the Audit Officer who usually audits his pay or who accounts for the contribution recovered from the foreign employer in the case of a Government servant lent to foreign service.

Non-gazetted Government Servants.

167. A service book in $\frac{\text{B.C.S.R. Form No. 1}}{\text{F.R. Form No. 10}}$ in Appendix No. VIII (page 265) should be opened for every non-gazetted Government servant at his own cost on his being appointed substantively to a permanent post in Government service for the first time with the following exceptions :—

(*a*) Government servants the particulars of whose service are recorded in a history of services or a service register maintained by an Audit Officer.
(*b*) Policemen of rank not higher than that of head constable.
(*c*) Excise menial staff.
(*d*) Inferior servants of all sorts.

It should be kept in the custody of the head of the office in which the Government servant is serving and transferred with him from office to office. It is the duty of the head of the office to see that all entries are duly made and attested.

168. It is the duty of every Government servant to see that his service book is properly maintained and that all erasures in it are attested. The head of the office will allow a Government servant to examine his service book should he at any time desire to do so.

169. Personal certificates of character should not, unless the head of the department so direct, be entered in a service book.

170. When a Government servant is reduced to a lower post, dismissed, or removed from service or suspended from employment, the reason for the reduction, dismissal, or suspension, as the case may be, should always be briefly stated thus : "Reduced for inefficiency," "Reduced owing to revision of establishment," etc. The head of the office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the non-gazetted Government servant concerned.

171. In the service book every step in a Government servant's official life, including temporary and officiating promotions of all kinds, increments and transfer, and leave of absence taken, should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills, and leave statements, and attested by the head of the office. If the Government servant is himself the head of an office, the attestation should be made by his immediate superior.

Officiating and temporary service and leave taken prior to first substantive appointment to a permanent post should also be recorded in the service book and duly attested after verification. The date of birth should be verified with reference to documentary evidence and a certificate recorded to that effect stating the nature of the document relied on. In the case of a Government servant, the year of whose birth is known but not the date, the 1st July should be treated as the date of birth. When both the year and the month of birth are known, but not the exact date, the 16th of the month should be treated as the date of birth. When once an entry of age or date of birth has been made in a service book, no alteration of the entry should afterwards be allowed, unless it is known that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error. Collectors and other District Heads of Departments may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to Government.

Finger prints of the Government servant should be recorded in the column headed "Personal marks of identification" in the service book itself. The impressions should not be taken on separate slips of paper and pasted to the service book.

172. When a non-gazetted Government servant is transferred, whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his service book in the office from which the Government servant is transferred, and the book, after being duly verified to date and attested by the head of that office, should be forwarded to the head of the office to which the Government servant has been transferred, who will thenceforward have the book maintained in his office. If he should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The service book should not be made over to the non-gazetted Government servant who has been transferred.

173. When a non-gazetted Government servant is transferred to foreign service the head of the office or department should send his service book to the Audit Officer referred to in Rule 680. The Audit Officer will return it after noting therein over his signature the orders sanctioning the transfer and such particulars regarding the effect of the transfer in regard to leave admissible during foreign service as he may consider to be necessary. On the Government servant's proceeding on leave from foreign service or on his retransfer to Government service his service book should again be sent to the Audit Officer who will then note in it over his signature all necessary particulars connected with the leave or retransfer to Government service.

174. When a non-gazetted Government servant is officiating in a gazetted post, his service book should be kept by the head of the office to which he permanently belongs, but when he is confirmed in such a

post his service book should be forwarded to the Audit Officer who maintains the record of his services under Rule 166.

175. In the case of Policemen of rank not higher than that of head constable there must be maintained for each district by the District Superintendent of Police a service roll in English, in which the following particulars should be recorded for each man holding substantively a permanent post in the constabulary :—

(*a*) The date of his enrolment.
(*b*) His caste, tribe, village, age, height, and marks of identification when enrolled.
(*c*) The rank, which he from time to time holds, his promotions and his reductions or other punishments.
(*d*) His absences from duty with or without leave.
(*e*) Interruptions in his service.
(*f*) Every other incident in his service which may involve forfeiture of a portion of it or may affect the amount of his pension.

The roll must be checked by the vernacular roll and order-book and the punishment register and every entry in it must be signed by the District Superintendent.

From this roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected in respect of any service rendered before enrolment in the constabulary which the applicant may be entitled to count.

176. A service roll as described in Rule 175 must be maintained for every other class of non-gazetted Government servants for whom no service book is necessary except the Government servants mentioned in exception (*a*) under Rule 167.

177. The service books in each office should be taken up for verification in January of every year by the head of the office, who, after satisfying himself that the services of the Government servant concerned are correctly recorded in his service book in conformity with the above instructions, should record therein a certificate over his signature to the effect that the services have been verified up to date from pay bills, acquittance rolls, and similar records to be specified. The head of the office in recording the annual certificate of verification should in the case of any portion of service that cannot be verified from office records distinctly state that for the excepted periods, which should be specified, a statement in writing by the Government servant as well as a record of the evidence of his contemporary employees is attached to the book.

178. It is the duty of officers inspecting subordinate offices to inspect the service books maintained there. They should see that they are maintained up to date, that entries are properly made and attested, that verification has been properly carried out, and that the necessary statements and evidence secured and verification certificates have been properly recorded by the heads of the offices.

179. The service book may be given up to a Government servant after he retires or if he resigns or is discharged from the service without fault, an entry being first made therein to this effect, or, in the event of a Government servant's service terminating by his death, to his relatives on application. Should no application be made within six months of the death of the Government servant, the service book may be destroyed.

When a Government servant's service is terminated by dismissal, his service book should be retained for a period of five years or until the Government servant's decease, whichever is earlier, after which it will be destroyed.

The service book of a Government servant who has been dismissed and who is afterwards reinstated should on requisition be returned to the head of the office in which he is re-employed.

A similar course should be adopted when a Government servant has been discharged without fault or resigns and is subsequently re-employed.

180. Rule 179 is also applicable to service rolls.

CHAPTER XI—PENSIONS.

SECTION I—EXTENT OF APPLICATION.

181. The rules in this Chapter shall apply to all members of the Provincial and Subordinate Services:

Provided

(*a*) that it shall be open to any person in the service of Government on the date these rules come into force to exercise the option of remaining under the pension rules to which he has hitherto been subject. The intention of exercising this option must be specifically declared within 6 months from the date these Rules come into force, or, if the Government servant is on leave on that date, within 6 months from the date of his return from leave. Every Government servant who does not make such a declaration will become subject to these rules. The option once exercised is final:

and (*b*) that Government may declare these rules, subject to such modification as they may deem fit to prescribe in each case, applicable to officers holding Special Posts.

182. Except in cases covered by those rules in sub-sections (*vi*) and (*viii*) of Section V and sub-sections (*vii*) and (*ix*) of Section VI of this Chapter which govern the grant of wound or injury pensions and family pensions on account of injuries or death resulting from service other than service with a military force, the rules in this Chapter do not apply to military officers in civil employ. The pensions admissible to such officers are governed by Army Regulations.

183. Except as provided in Rule 182 the rules in sub-sections (*vi*) and (*viii*) of Section V and sub-sections (*vii*) and (*ix*) of Section VI of this Chapter apply to all persons employed in a civil capacity in the service of Government, whether permanently, temporarily, or even casually, and whether remunerated by fixed pay or at piece-work rates.

SECTION II—GENERAL CONDITIONS OF GRANT OF PENSIONS.

184. Unless in any case it be otherwise expressly provided in these rules an authority competent to grant a pension may sanction the grant of any pension admissible under these rules to any Government servant who is borne on its establishment.

185. In any case in which a pension is not admissible under any specific provision of these Rules Government may sanction the grant of a pension, which shall not save in the most exceptional circumstances exceed Rs. 40 a month, or of a gratuity not exceeding the equivalent, calculated in accordance with the table prescribed under Rule 321, of the value of such a pension, if the grant is not inconsistent with the general spirit of these rules.

186. (*a*) A Government servant who is removed or required to retire from Government service for misconduct or insolvency shall be granted no pension other than a compassionate pension.

(*b*) A Government servant who is removed or required to retire from Government service on the ground of inefficiency shall, if he be eligible for a superannuation or retiring pension, be granted such pension. If he be not eligible for a superannuation or retiring pension, he shall be granted no pension other than a compassionate pension.

187. A Government servant transferred to foreign service under an Indian State or a local fund shall not be permitted, while he remains in the service of the State or fund, to receive a pension on voluntary retirement from Government service. For the purpose of this rule retirement shall be considered to be voluntary if the Government servant is not required to retire but retires on retiring pension before he is compelled to retire under Rule 161.

188. Government may make such reduction as it may think fit in the amount of the pension of a Government servant whose service has not been thoroughly satisfactory.

189. Future good conduct is an implied condition of every grant of pension. Government may withhold or withdraw a pension or any part of it if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service, subject to the conditions contained in the proviso to Rule 165-A.

190. Every grant of a pension is subject to the conditions prescribed in Section V of these rules.

191. (*a*) A Government servant eligible for a pension may not take a gratuity in lieu of a pension.

(*b*) If a Government servant is eligible under these rules for a gratuity only, Government may in its discretion, if the expectation of life of the Government servant is reported by competent medical authority to be equal to the average, convert the gratuity into an annuity. The amount of the annuity shall be calculated with reference to the table of present values prescribed by Government under Rule 321.

192. Government may, for special reasons to be recorded in writing,—

(1) condone a deficiency, which may not ordinarily exceed one year, in the amount of duty or of total service or both performed by a Government servant in order to qualify him to receive a retiring pension or to receive a pension as distinct from a gratuity : or

(2) make an addition, which may not ordinarily exceed one year, to the period of duty performed by a retiring Government servant which under the provisions of these rules may be treated as duty counting for pension.

NOTE.—The power of Government under this rule may be exercised by a subordinate authority competent to sanction the pension of a Government servant, provided the period of the deficiency to be condoned or the addition to be made does not exceed three months.

193. An application for a pension may be submitted at any time before or after retirement from Government service; provided that it shall not be submitted more than six months before the date on which the Government servant proposes to retire. A Government servant taking leave preparatory to retirement may, however, submit his application for pension on proceeding on leave, provided he makes a declaration that he proposes to retire at the end of the leave.

194. Except within a period of six months before the date on which a Government servant proposes to retire from Government service, or except within a period of leave preparatory to retirement taken by a Government servant, no question regarding his pension shall be submitted for the decision of Government; provided that this rule shall not apply to—

(1) proposals to condone an interruption of service under Rule 250, or

(2) any other question involving such special features as, in the opinion of the authority competent to sanction the pension, justify a departure from the rule.

195. An application for a pension shall be submitted in such form as the Auditor General may prescribe.

196. The application of a non-gazetted Government servant shall be submitted to the authority whose duty it would be to fill up his post if it were vacant. If such authority is not the head of the office in which the applicant is serving, the application shall be submitted through such head, who shall attach to it the applicant's service book.

197. The application for pension of a non-gazetted Government servant, whose service has been lent to an Indian State and who retires without reverting to Government service, shall be submitted for sanction to the authority competent to order the transfer to foreign service.

198. The application of a gazetted Government servant shall be submitted through his official superiors and the audit officer to the authority empowered to sanction the pension.

199. A gazetted Government servant, who is lent to an Indian State and who retires without reverting to Government service, should submit his application for pension to the Political Agent, who should, after verifying the service over his signature, submit it to Government through the Accountant General. To enable him to report whether the applicant has rendered approved service and should be granted the full amount of the pension claimed, the Political Agent should, if necessary, consult the State authorities with reference to the portion of service performed in the Indian State and the head of the department in which the Government servant was serving immediately before his transfer to the Indian State with reference to the portion of service under Government.

200. An application for an invalid pension from a Government servant who is less than 60 years old should be supported by the requisite medical certificate; but, if omission has been made in this respect, the authority competent to sanction the pension may accept a certificate bearing a later date.

201. (*a*) A medical certificate of unfitness for further service produced by a Government servant shall be accompanied, if possible, by a succinct statement of the medical case and of the treatment adopted and, except as provided in clause (*b*) of this rule, shall be in the following form :—

"Certified that $\frac{\text{I}}{\text{We}}$ have carefully examined A.B., a _____ _____ of the $\frac{\text{Department}}{\text{Service}}$. His age is by his own statement _____ years and by appearance about _____ years. $\frac{\text{I}}{\text{We}}$ consider A.B. to be completely and permanently incapacitated for further service $\frac{\text{of any kind}}{\text{in the Department}}$ to which he belongs in consequence of ..... His incapacity $\frac{\text{appears}}{\text{does not appear}}$ to $\frac{\text{me}}{\text{us}}$ to have been directly caused by irregular or intemperate habits."

(*b*) If the incapacity does not appear to be complete and permanent, the certificate shall be modified accordingly, and given in the following form, if justified by the facts of the case :—

"$\frac{\text{I am}}{\text{We are}}$ of opinion that A.B. $\frac{\text{is fit}}{\text{may, after resting .....months, be fit}}$ for service of a less laborious character than that which he has been performing."

(*c*) If the certifying medical authority, although unable to discover any specific disease in the applicant, considers him to be incapacitated for further service by general debility while still under the age of fifty-five years, it shall give detailed reasons for its opinion, and in that case a second medical opinion shall, if possible, be obtained.

(*d*) A simple certificate that inefficiency is due to old age or to natural decay from advancing years shall not be sufficient in the case of an applicant whose recorded age is less than fifty-five years ; but a medical authority may, when certifying that an applicant is incapacitated for further service by general debility, state its reasons for believing the age to be understated.

202. A medical certificate of incapacity for further service shall, if granted in India, be signed by a medical committee constituted under Rules 663 to 666.

Provided that in the following circumstances the certificate of a Medical Officer in charge of a Civil Station shall suffice —

(*a*) when the pension applied for does not exceed Rs. 150 :

(*b*) when in the opinion of a Medical Officer in charge of a Civil Station, which shall be recorded in writing with reasons therefor and shall be countersigned by the Surgeon General, the applicant cannot without grave risk of serious injury to his health present himself before a medical committee.

203. (*i*) The following procedure shall be observed when a Government servant on leave out of India applies for an invalid pension :—

(*a*) in the case of a Government servant on leave in Great Britain or Ireland he shall be required to attend for personal examination by a Medical Board to be assembled in London under arrangements to be made by the High Commissioner.

(*b*) in the case of a Government servant on leave elsewhere than in Great Britain or Ireland the High Commissioner will arrange through the Colonial Office, in the case of Government servants on leave in British Colonies or Dominions, and through the British Consul or Foreign Office representative, if the Government servant is on leave in a foreign country, for his examination by a medical board consisting of two medical practitioners, whose names are borne on the British Medical Register or who are legally qualified to practise medicine in the country where the Government servant is to be examined:

Provided that the High Commissioner may in his discretion require the attendance for personal examination by a Board constituted under sub-clause (*a*) of a Government servant on leave on the Continent of Europe.

(*ii*) In the case of a board assembled in accordance with the provisions of sub-clause (*b*) its report shall be sent through the Local representative of the Ministry of Pensions, the British Consul, or the Foreign Office representative, as the case may be, to the High Commissioner.

204. Serious illness of a Government servant may be an excuse for placing him under treatment but not for giving him a certificate of permanent incapacity for further service without the knowledge of the head of the office and without having received authority from the department to which the Government servant belongs.

205. A medical certificate of incapacity for further service in consequence of rupture or some such disease, for which the examining medical officer recommends an operation but the Government servant does not submit to an operation, should not be accepted without question. In such cases the medical report should state the findings on the following issues:—

(*a*) Is the Government servant at present incapacitated for service?

(*b*) Does the expert medical testimony indicate that an operation would offer a reasonable probability of removing his incapacity?

(*c*) Does the Government servant refuse to undergo the operation?

206. A medical certificate of incapacity for further service shall not be granted in India unless the applicant produces a letter showing that the head of his office or department is aware of his intention to appear before the medical authority. That authority shall be supplied by the head of the office or department with a statement of the applicant's age as it appears from his service-book or from other official records.

207. Upon the receipt of an application for a pension from a non-gazetted Government servant the authority to whom it is submitted shall verify the applicant's service by such methods as may be prescribed by the Auditor General, and shall thereafter forward an application for

pension in such form and with such accompaniments as the Auditor General may prescribe through its official superior to the audit officer. It shall certify in the application whether the character, conduct, and past services, of the applicant have been such as to justify the grant of the full pension admissible under the rules and shall record its own opinion on the question whether the service claimed has been established and should be admitted.

208. (*a*) The application of a gazetted Government servant shall be forwarded by the head of his department to the audit officer.

(*b*) Verification of service is not necessary in the case of a gazetted Government servant, unless part of the service has been rendered in a non-gazetted post. In that event that part of the service shall be verified, by the method prescribed under Rule 207, by the head of the department.

209. (*a*) When an application for a wound or injury pension under sub-section (*vi*) of Section V of these Rules is received, the head of the department or office in which the applicant is employed shall hold a formal inquiry taking evidence as to the circumstances in which the wound or injury was received.

(*b*) He shall then submit the application, in such form as the Auditor General may prescribe, through his official superior to the authority competent to sanction it together with a statement of circumstances of the case and his own recommendation.

(*c*) The authority competent to sanction a pension shall then arrange for the examination of the applicant by a medical committee and shall refer the case to such Committee with a full statement of the points on which a report from the Committee is desired.

(*d*) On receipt of the report of the medical committee the authority competent to sanction a pension shall, if it considers that a pension should be granted, forward the application to the audit officer with such accompaniments as the Auditor General may prescribe.

210. (*a*) When an application for a family pension under sub-section (*viii*) of Section V of these Rules is received, the head of the department or office in which the deceased Government servant was employed shall hold a formal inquiry, taking evidence as to the circumstances in which the Government servant died, and the relationship and the pecuniary circumstances of the claimants, and also at his discretion require a medical report if it has not been submitted with the application.

(*b*) He shall then submit the application in such form as the Auditor General may prescribe through his official superior to the authority competent to sanction it together with a statement of circumstances of the case and his own recommendation.

(*c*) The authority competent to sanction a pension shall, if it considers that a pension should be granted, forward the application to the Audit Officer with such accompaniments as the Auditor General may prescribe.

211. (*a*) If a Government servant submits while on duty a medical certificate of incapacity for further service, he shall cease to be on duty

from the date of such submission and shall not, except as prescribed in Rule 682, be granted leave after such date; provided that—

(*1*) a police officer below the rank of sub-inspector or any inferior servant may, if the head of his office considers that he is fit for light work, be retained on duty until his pension is sanctioned, on condition that the period of retention shall not be treated as duty for the purpose of earning pension; and

(*2*) a departure may be made from this rule for very special reasons which must be reported to Government.

(*b*) If a Government servant submits while on leave a medical certificate of incapacity for further service, he shall be permitted to complete the period of leave granted to him before retiring from Government service.

212. An Audit Officer, on receipt from any authority of an application for pension in due form, shall prepare a report upon the claim to pension and the rules applicable to the case and shall submit it with the application to the authority competent to grant the pension.

213. A pension which is certified by the Accountant General to be clearly and strictly admissible under the rules may be sanctioned,

(*a*) in any case, by Government,

(*b*) in the case of gazetted officers, in respect of whose pensions Government have delegated their powers, and non-gazetted Government servants, by the officers who have authority to fill the appointments vacated by the retiring Government servants.

NOTE.—In cases in which an officer, who has the power under clause (*b*) of this rule, records on the application or on the letter forwarding the application his recommendation that the pension claimed should be admitted, the Accountant General should, on finding the claim in order, forthwith issue the necessary pension payment order and intimate his having done so to the authority concerned.

214. (*a*) If a Government servant retires from Government service before the completion of the necessary inquiries preliminary to the settlement of the amount of his pension, the audit officer may sanction the immediate disbursement of the pension to which, after the most careful summary investigation which he can make without delay, he believes the officer to be likely to be entitled; provided that no such disbursement shall be made unless the retiring Government servant signs a declaration in the following form :—

"Whereas the (here insert the designation of the Audit Officer) has consented provisionally to advance to me the sum of Rs. a month in anticipation of the completion of the inquiries necessary to make possible the fixation of the amount of my pension, I hereby acknowledge that in accepting this advance I fully understand that my pension is subject to revision on the completion of the necessary inquiries and I promise to base no objection to such revision on the ground that the provisional pension paid to me exceeds the pension to which I may eventually be found to be entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may eventually be found to be entitled"

(*b*) If in a case of the kind contemplated by clause (*a*) of this rule the audit officer thinks it likely that the Government servant will be found to be entitled to a gratuity and not to pension, he may upon receipt of a declaration as prescribed in that clause sanction the disbursement to the Government servant monthly for not more than six months of one-sixth of the gratuity to which he considers that the Government servant may eventually be found to be entitled.

215. When the grant of a pension or gratuity which will be paid in India is finally sanctioned by an authority competent to sanction it, the authority shall forward to the audit officer a copy of the sanctioning order together with such accompaniments as the Auditor General may prescribe.

216. On receipt of an order forwarded under Rule 215 the Accountant General shall authorise an officer to make payment of the pension or gratuity. The authorisation shall in the case of a pension take the shape of a pension payment order in such form as the Auditor General may prescribe.

217. When the grant of a pension or gratuity is sanctioned, whether provisionally under Rule 214 or finally, and the pensioner desires that payment from the date of commencement should be made from the Home Treasury, the audit officer shall intimate the sanction to the High Commissioner for India in such form and with such accompaniments as the Auditor General may prescribe.

218. If any revision is made of a pension paid from the Home Treasury, the audit officer shall intimate the fact to the High Commissioner before the pensioner is informed of the revision.

219. No pension or gratuity shall be paid until the paying officer has received the authorisation prescribed by Rule 216.

220. Except as provided in Rule 214 (*b*) a gratuity shall be paid in a single sum and not by instalments as soon as the Accountant General's authorisation has been received.

221. (*a*) A pension shall be payable monthly in arrears on or after the first day of each month.

(*b*) A pension shall ordinarily be payable by the officer to whom the pension payment order is addressed, but a treasury officer may authorise the payment from any treasury subordinate to his district treasury of a pension which he has been authorised to pay at his headquarters, and may transfer such payment from such subordinate treasury to the district treasury or from one subordinate treasury to another in the same district.

(*c*) The procedure followed in the payment of pensions shall be such as may be prescribed by Government.

222. Government may, if sufficient cause be shown, permit the transfer of the payment of a pension from one treasury in India to another and may delegate its powers in this respect to any executive authority not lower than that of Collector or other district officer. Such

transfer shall not take effect until a pension payment order has been received from the Accountant General by the Officer who will make payment from the new treasury.

223. (*i*) The transfer of payment from an Indian treasury to the Home treasury or to a Colony, the payments of which are adjusted in the accounts of the Home treasury, is permitted within reasonable limits whenever desired. Application for such transfer should be made to the Accountant General.

(*ii*) When payment of a pension or of the commuted value of a portion of a pension is made at or through the Home treasury, the value of the rupee converted into sterling shall be at such rate as the Secretary of State in Council may from time to time prescribe.

224. (*i*) (*a*) Before the commutation of a pension is sanctioned the pensioner shall produce a certificate as to his expectation of life signed by a medical officer of not lower standing than a Civil Surgeon or Presidency Surgeon. Government may at its discretion require the production of a second medical certificate or direct the pensioner to appear before a medical board. In the case of a pensioner who has been or is about to be granted an invalid pension exceeding Rs. 100 a month the certificate must be that of a medical board.

(*b*) The certifying medical authority shall subject the pensioner to a strict medical examination requiring him to give such information as to his age, health, and habits, as is usually supplied by persons proposing to assure their lives with assurance companies and shall report in the following terms :—

"$\frac{\text{I}}{\text{We}}$ have carefully examined A. B. and $\frac{\text{am}}{\text{are}}$ of opinion that he $\frac{\text{is}}{\text{is not}}$ in good bodily health and $\frac{\text{has}}{\text{has not}}$ the prospect of an average duration of life."

In the case of impaired lives the following shall be added :—

"As A. B. is suffering from_____his age for the purpose of commutation should be taken to be.....years on his next birth-day."

(*c*) In the case of an applicant, who has been or is about to be granted an invalid pension, the grounds of invaliding or the statement of the medical case shall be communicated to the certifying medical authority or board before the certificate is signed.

(*d*) The applicant should himself pay the fee of the medical officer for examination, or that of the medical board in the cases of invalid pensions exceeding Rs. 100 a month, except when Government require the production of a second medical certificate, in which case the examination will be made free of charge by medical officers at the request of Government.

(*e*) In order that the grant of commutation and the medical examination may be as early as possible contemporaneous, the heads of offices should see that medical certificates are not obtained until they are called for by Government in each case.

(*ii*) An officer in Europe desirous of commuting shall apply in writing to the High Commissioner for India stating his desire to commute and

furnishing information as to his age and the reasons on which he bases his request. If the High Commissioner, to whom powers of sanctioning commutations in such circumstances have been delegated, approves his request, the High Commissioner will arrange for his examination by a Medical Board, before which the officer will appear and furnish such information as the Board may require.

(*iii*) An officer residing in a Dominion or Colony (other than those whose accounts are adjusted direct with Indian treasuries) and desirous of commuting will be required to follow a procedure similar to that in the case of an officer residing in Europe except that he shall apply to the High Commissioner through the official from whom he draws his pension. If the High Commissioner approves the application the officer will be informed accordingly by the High Commissioner and the local Colonial Government will be requested by the High Commissioner to assemble a civil medical board.

(*iv*) The Boards referred to in clauses (*ii*) and (*iii*) above will be requested to furnish certificates in the forms given in sub-clause (*b*) of clause (*i*) of this rule.

NOTE.—The powers of sanction delegated to the High Commissioner are subject to the following conditions:—

(*a*) Commutation of one-half of the pension or any lesser amount may be permitted provided the residue of pension after commutation is not thereby reduced to less than Rs. 100 per mensem.

(*b*) Commutation of one-third of the pension or any lesser amount may be permitted provided the residue of pension after commutation is not thereby reduced to less than Rs. 20 per mensem.

(*c*) All such commutations must be subject to the usual rule that the expenditure can be met from sanctioned budget grants.

225. When the commutation of a part of a pension is finally sanctioned by an authority competent to sanction it, the authority shall forward to the Audit Officer or High Commissioner as the case may be a copy of the sanctioning order.

226. (*a*) If a pension payable in India remains undrawn for more than twelve months, the pension shall cease to be payable.

(*b*) If the pensioner subsequently applies for payment the paying officer may resume payments. He shall not however make payments if the pension in arrears is to be paid for the first time, or if the amount of arrears exceeds Rs. 1,000, without the sanction of the authority by whom the pension was sanctioned, which shall be obtained through the Accountant General.

227. On the death of a pensioner payment of any arrears actually due to him may be made to his heirs, if they apply for payment within one year from the date of his death. If the application be made later, payment shall not be made without the sanction of the authority by whom the pension was sanctioned, which shall be obtained through the Accountant General.

228. Subject to the provisions of Rule 227, payment of arrears due to a deceased pensioner may be made to his heirs as follows:—

(*i*) When the amount due does not exceed Rs. 500, payment may be made without production of the usual legal authority by the Collector or other officer responsible for the payment

after such inquiry into the rights and title of the claimants as he may deem sufficient.

(*ii*) When the amount due exceeds Rs. 500, payment may be made under the orders of Government on the execution of an indemnity bond with such sureties as the Government may require, if that authority is satisfied of the right and title of the claimant and considers that undue delay and hardship would be caused by insistence on the production of letters of administration.

(*iii*) When reason for doubt exists, payment shall not be made except to a person producing legal authority.

229. The procedure to be followed in India—

(*i*) in applying for a pension ;
(*ii*) in sanctioning a pension ;
(*iii*) in the payment of a pension

is subject to any instructions which the Governor-General in Council in connection with the control of the issue of money from treasuries, or the Auditor General in India in order to secure efficiency and uniformity of audit, may give.

SECTION III—PENSIONABLE SERVICE.

230. Unless in any case it be otherwise distinctly provided by or under these rules, a Government servant is in pensionable service if he holds substantively a permanent post in Government service or holds a lien on such a post, or if his lien on such a post has been suspended under Rule 19.

NOTE 1.—If a Government servant is holding a temporary post when the permanent post on which he holds a lien is abolished in the circumstances described in Rule 266, or if at or very shortly after the abolition of the permanent post he is appointed to a newly created temporary post, his service in the temporary post is pensionable service.

NOTE 2.—Service as an apprentice under the scheme for recruitment to higher posts in the Printing Department sanctioned by Government Resolution, General Department, No. 5956, dated the 7th May 1926, counts for pension.

231. In the case of inferior service, service counts for pension after the age of 16 years.

232. Service paid from a local fund which is administered by Government is pensionable service, but the cost of a pension earned by it will be met by the local fund.

Exception.—Service paid from the Cinematograph Fund is not pensionable service.

233. As exceptions to Rule 230, the following are not in pensionable service :—

(1) Government servants who are paid for work done for Government but whose whole time is not retained for the public service.

(2) Government servants who are not in receipt of pay but are remunerated by—

(*i*) fees or commissions, or

(*ii*) the grant of a tenure of land or of any other source of revenue, or of a right to collect money.

(3) Government servants who are paid from a contract grant, whether such grant is a fixed amount or consists of fees.

(4) Government servants holding posts which have been declared by the authority which created them to be non-pensionable.

234. A Government servant employed on a fixed establishment which is paid by piece-work may be treated as in pensionable service (*i*) if he is employed not casually but as a member of a fixed establishment and (*ii*) if during the last 72 months of his actual employment he has been attached to one office uninterruptedly for 24 months or it has not been through his own choice or misconduct that he has not been so attached.

NOTE.—This rule does not apply to typists in the Secretariat as they are required to contribute to the Contributory Provident Fund instituted for them.

235. Service in an establishment, the duties of which are not continuous but are limited to certain fixed periods in each year, is pensionable service.

236. The fact that the whole or part of the pay of a Government servant in pensionable service is recovered by Government from a third party does not operate to render his service other than pensionable if the Government servant is appointed, controlled, and paid, by Government.

237. Government may declare that service in any post or establishment created after the date these rules come into force or the service of future incumbents of existing posts created by it shall not be pensionable service.

238. Unless in any case it be otherwise distinctly provided in these rules, a Government servant's claim to pension and the amount of his pension shall depend upon the amount of duty declared under the rules in this section to be duty counting for pension.

239. In addition to any periods declared under the provisions of other rules in this section to be duty counting for pension and subject to the provisions of Rule 241, the following shall be treated as duty performed by a Government servant counting for pension—

(1) In respect of service rendered prior to 1st January 1922 all duty, including vacations, performed in pensionable service and all privilege leave enjoyed prior to that date.

(2) Subject to the provisions of Rule 241 all duty performed in pensionable service by the Government servant after 31st December 1921.

240. The duty performed by—

(1) a Government servant holding a temporary post, from which he is transferred to a permanent post, if the temporary post is subsequently made permanent, or

(2) a Government servant without a substantive post officiating in a permanent post, if such Government servant is confirmed without interruption of his service, or

(3) a probationer who is subsequently confirmed in a permanent post, or

(4) a Government servant in foreign service, in respect of which contribution towards pension has been paid, shall be treated as "duty" for the purposes of Rule 239.

NOTE 1.—Clause (1) of this rule will only apply when the same appointment on the same establishment is transferred from temporary to permanent footing, or when the temporary establishment from which a Government servant is transferred to a permanent establishment is made permanent after his transfer. When separate establishments are necessarily amalgamated into one, the collective duties remaining the same, and there is no formal or conscious transfer from a temporary to a permanent post, a Government servant may count his duty in the temporary post to the extent to which the work rendered in it was of the same general character as the work rendered by him after the amalgamation.

NOTE 2.—Duty, whether continuous or not, performed by a subordinate Judge of the second class prior to confirmation, shall be treated as duty for the purpose of clause (2) of this rule.

241. In the case of a Government servant serving in a vacation department, a vacation or portion of a vacation of which the Government servant has availed himself after 31st December 1921 shall not be treated as duty counting for pension: provided that, if in any calendar year a Government servant has availed himself of a period of vacation exceeding one month, the period by which the vacation taken exceeds one month shall be treated as duty counting for pension.

242. If a Government servant in pensionable service is compulsorily recalled to duty before the expiry of leave taken out of India, the period spent on the voyage to India shall be treated as duty counting for pension.

243. When the suspension of a Government servant in pensionable service as a penalty for misconduct is upon reconsideration or appeal held to have been unjustifiable or not wholly justifiable, or when a Government servant suspended or dismissed is upon reconsideration or appeal reinstated, the period of his absence from duty, if he is honourably acquitted, shall be treated as duty counting for pension. If he is not honourably acquitted, the period shall not be so treated unless the revising or appellate authority so direct.

244. If a Government servant is serving in an establishment the duties of which are not continuous but are limited to certain fixed periods in each year, the period during which the establishment is not employed shall be treated as duty counting for pension. Provided that it shall not be so treated unless the Government servant is on actual duty—

(1) on the date on which the establishment is discharged prior to such period on completion of its work; and

(2) on the date on which it is re-employed after the expiry of such period.

NOTE.—This rule does not apply to service in a vacation department which is governed by Rule 241.

245. If a Government servant had, prior to his appointment to Government service in India, rendered satisfactory paid naval or military service in the Great War, 1914-1918, which did not qualify for a service pension under naval or military rules, four-fifths of the service

so rendered shall be treated as duty counting for pension, subject to the following conditions :—

(1) If the Government servant is also eligible to have an addition made under the provisions of Rule 284 (*b*) (*i*) to the duty counting for pension, he shall be allowed to select whichever is more favourable.

(2) If the Government servant is employed in a service for which a minimum age of recruitment is fixed, no military service rendered before the attainment of that age shall be taken into account.

(3) The maximum period of military service to be taken into account shall be four years.

(4) No refund of military bonus or gratuity shall be required from the Government servant.

246. If a British or Indian Soldier or Non-Commissioned Indian Officer or a Commissioned Indian Officer, after taking his discharge from the army without earning a pension, is employed in the police service and retires from such service either on medical certificate or after completing 10 years of service in it, four-fifths of the period of service not exceeding 10 years, performed in military employ after reaching the age of 20 years, including service in the military or frontier constabulary of the North-West Frontier Province, shall be treated as duty counting for pension.

247. In any case not covered by Rule 245 or Rule 246 Government may by general or special order direct that duty in military service performed by any Government servant, who before entering civil employ was in military employ but did not earn a pension in military employ, shall be treated as duty qualifying for pension. In issuing such an order Government shall specify the method by which the amount of duty shall be calculated and may impose any condition which it may think fit :

Provided (*a*)—

(1) that the military service must have been pensionable under military rules ;

(2) that the military service must have been paid from Indian revenues ; and

(3) that, if the service is treated as duty counting for civil pension, any bonus or gratuity received in lieu of pension on or since discharge from military service must be refunded in not more than 36 monthly instalments :

Provided further—

(*b*) that Government may, in exceptional circumstances, allow service, rendered after attaining the age of 20 years, by any Government servant who before entering civil employ was in military employ and earned a pension in military employ, to count for pension, subject to the fulfilment of the following conditions :—

(*i*) that the military service must have been payable from Indian Revenues ; and

(*ii*) that any amount paid as military pension since entry into civil employ is refunded in not more than 36 monthly instalments.

Note.—An order under this rule should be communicated to the Controller of Military Accounts concerned, who will be requested to calculate the exact amount to be recovered and communicate it to the Accountant General, who will make the recoveries in as many instalments as may be directed in the order.

248. Government may by general or special order permit service other than pensionable service, for performing which a Government servant is paid from provincial revenues or from a local fund, to be treated as duty counting for pension. In issuing such an order Government shall specify the method by which the amount of duty shall be calculated and may impose any condition which it thinks fit.

249. His Excellency the Governor of Bombay is authorised to grant pensions and gratuities at his discretion to the domestic servants in the Government House establishment retiring from the service, or to the families of such domestic servants after their decease, provided that the amount of such pensions and gratuities paid in any one year ending 31st March shall not exceed Rs. 1,650.

250. (*a*) The following constitute an interruption of service :—

(1) Resignation of Government service :

(2) Removal from Government service :

(3) Absence from duty otherwise than on authorised leave, unless the absence follows immediately upon authorised leave and no other Government servant is appointed substantively to the post on which the absentee holds a lien.

(*b*) Unless Government in any case otherwise direct, an interruption of service shall entail cancellation of all duty counting for pension.

Note.—Upon such conditions as it may think fit in each case to impose the authority competent to fill the appointment held by a Government servant at the time condonation is applied for, were he to vacate that appointment, may condone all interruptions in his service.

SECTION IV—VARIETIES OF PENSION.

251. The following different classes of pension may be granted to Government servants or their families :—

(1) *Superannuation pension*, which is a pension granted to a Government servant who retires from Government service at an age at which he is by rule entitled or required to retire :

(2) *Retiring pension*, which is a pension granted to a Government servant who retires voluntarily, or is required by Government to retire, from Government service after completing a prescribed period of duty or service but before reaching the age of superannuation :

(3) *Invalid pension*, which is a pension granted to a Government servant who retires from Government service, before reaching the age of superannuation, on account of mental or bodily infirmity :

(4) *Special additional pension*, which is a pension granted to a Government servant in addition to a superannuation, retiring, or invalid pension, in consideration of the nature of the duties which he has performed:

(5) *Compensation pension*, which is a pension granted to a Government servant who is discharged from Government service, otherwise than on medical certificate and for no fault of his own, before earning a retiring or superannuation pension:

(6) *Wound or injury pension*, which is a pension granted to a Government servant wounded or injured while in Government service:

(7) *Compassionate pension*, which is a pension granted to a Government servant who is removed from Government service for misconduct, insolvency, or inefficiency:

(8) *Family pension*, which is a pension granted to the family of a deceased Government servant.

SECTION V—SPECIAL CONDITIONS OF GRANT OF PENSIONS.

Sub-section (i)—Superannuation pensions.

252. Except as provided in Rule 253, a Government servant, who retires from pensionable service on or after attaining the age of superannuation fixed by the relevant clause of Rule 161, shall be granted a superannuation pension.

253. A barrister or other person who has been appointed to one of the following posts, *viz.*, Additional Judicial Commissioner of Sind, Administrator General and Official Trustee, or Chief Judge, Small Causes Court, Bombay, shall be granted a superannuation pension after attaining the age of 60 years and after completing not less than 6¼ years of duty in one or more of such posts. In calculating duty any period of duty, whether substantive or officiating, as Judge of a High Court may be included if pension is taken under this rule and not under the statutory rules applicable to Judges of a High Court.

Sub-section (ii)—Retiring Pensions.

254. Unless in any case it be otherwise distinctly provided in this sub-section a Government servant shall be granted a retiring pension, if not being eligible for a superannuation pension he is—

(1) permitted to retire from pensionable service after completing 25 years of duty and 30 years of total service reckoned from the date of first appointment; or

(2) required on the ground of inefficiency under Rule 165-A to retire from pensionable service after completing 21 years of duty and 25 years of total service reckoned from the date of first appointment.

255. The following conditions apply to the Government servants included in Appendix IX (pages 266 to 267), other than members of the Bombay Educational Service (Women's Branch) :—

(1) If they were appointed substantively to the service on or before 15th November 1919, they shall, on giving six months' notice of their intention to retire, be permitted to retire from Government service after completing 20 years of duty and 25 years of total service reckoned from the date of appointment. When retiring in accordance with this rule they shall be granted a retiring pension.

(2) If they were appointed substantively to the service after the 15th November 1919, they shall be granted a retiring pension, when their resignation of Government service is accepted by Government, after they have completed the terms of duty and service prescribed in condition (1) of this rule.

256. Government servants in the Women's Branch of the Bombay Educational Service shall be granted a retiring pension, when their resignation of Government service is accepted by Government, after they have completed 16½ years of duty and 20 years of total service.

257. A barrister or other person, who has been appointed to one of the posts mentioned in Rule 253, shall be granted a retiring pension if he retires from Government service after completing 10½ years of duty in one or more of these posts. In calculating duty any period of duty, whether substantive or officiating, as Judge of the High Court may be included if pension is taken under this rule and not under the statutory rules applicable to Judges of the High Court.

Sub-section (iii)—Invalid Pensions.

258. Unless in any case it be otherwise distinctly provided in this sub-section, an invalid pension shall be granted to a Government servant, who is permitted to retire from Government service before reaching the age of superannuation, on production of a medical certificate in the form prescribed in Rule 201, to the effect that he is by mental or bodily infirmity incapacitated for Government service or for the particular branch of Government service to which he belongs.

259. A Government servant discharged from Government service on grounds other than grounds of infirmity is not eligible for an invalid pension, although he may be able to produce medical evidence of incapacity for Government service.

260. An invalid pension shall not be granted to a Government servant whose incapacity is directly due to irregular or intemperate habits. If incapacity has not been directly caused by such habits but has been accelerated or aggravated by them, the authority granting the pension shall decide the reduction in the amount of the pension which shall be made on this account.

261. An invalid pension shall not be granted to a barrister or other person, who has been appointed to one of the posts named in Rule 253, unless he has completed 6¼ years of duty in one or more of such posts. In calculating duty any period of duty, whether substantive or officiating, as Judge of a High Court may be included if pension is taken under this rule and not under the statutory rules applicable to Judges of a High Court.

Sub-section (iv)—Special Additional Pensions.

262. On the conditions specified in Rules 263 to 265 a Government servant in pensionable service who has held one of the posts listed in Appendix X (page 268) may be granted a special additional pension over and above the superannuation, retiring, or invalid pension admissible under these rules.

263. No Government servant shall be granted a special additional pension unless he has performed 11 months of duty while holding, substantively or in an officiating capacity, or holding a lien on one of the posts listed in Appendix X (page 268), or after his lien on such a post has been suspended under Rule 19.

Note.—Duty performed by a Government servant in a temporary post in Government service or in foreign service under the conditions prescribed in notes 1 and 2 to rule 289 shall also be treated as duty for the purpose of this rule.

264. No Government servant shall be granted a special additional pension unless he has rendered approved service in one of the posts listed in Appendix X (page 268).

Note.—To make it "approved" it is essential that the service of a Government servant shall have been such as to have commended itself to Government as specially meritorious; it is not enough merely that it has not been disapproved.

265. No person appointed to Government service after the 31st December 1909, shall, if he retires otherwise than compulsorily on retiring or superannuation pension, be granted a special additional pension unless he has completed 28 years of total service calculated from the date on which he assumed charge of his first post; provided that any Government servant holding a post included in Appendix XI (page 269), for holding which he is eligible to receive a special additional pension, may add to his service, in calculating the period of total service, the number of years, not exceeding five, by which his age, at the time of recruitment, exceeded 25 years.

Sub-section (v)—Compensation Pensions.

266. (*a*) A compensation pension shall be granted to a Government servant who is discharged from Government service for no fault of his own, otherwise than on the completion of a specified term of service, and for whom other suitable employment cannot be found, in either of the two following cases:—

(1) when on a reduction of establishment the post which he holds is abolished or its substantive pay is reduced as part of a general scheme of revision; or

(2) when a change takes place in the nature of the duties of the post which he holds:

Provided that the sanction of the Governor-General in Council shall be required in cases in which the post can be abolished only with the consent of the Governor-General in Council.

267. Before a pension is granted under Rule 266 to a Government servant, who is discharged from Government service on the abolition of the post held by him, it should be carefully considered whether he cannot be otherwise provided for, and, if it is found impossible to provide a suitable appointment for him, the reasons therefor should be recorded in writing.

268. A Government servant in foreign service shall be held to have lost his lien in Government service from the date on which the post held by him in Government service is abolished, and no contribution shall be received after that date. He shall be regarded as having retired from Government service from that date, and he shall thereafter be permitted to draw the compensation pension to which he is entitled in addition to the pay which he receives at the time from his foreign employer.

Sub-section (vi)—Wound and Injury Pension.

269. A wound or injury pension may be granted on the production of a medical certificate in the form prescribed in Rule 201, or on the production of a certificate from a competent authority mentioned in Rule 202 that the wound or injury is so severe as to justify the grant of a pension, even though the Government servant concerned may not be permanently incapacitated for further service as a result of the wound or injury.

270. A wound or injury pension shall be granted not necessarily for the life-time of the pensioner but for such period as Government may direct. If granted temporarily in the first instance, it may subsequently be extended for such further period as is considered necessary.

271. Government may sanction the grant of a wound or injury pension to a Government servant who is wounded or injured under any of the following conditions:—

(1) While serving in a civil capacity, in circumstances justifying his presence, with a military force, if his presence with the force can reasonably be held to be wholly or in part due to the fact that he is at the time a Government servant in civil employ.

(2) While serving in a military capacity with a military force, either because he has been called out on actual military service as a member of the Auxiliary Force, India, or the Indian Territorial Force, or in other circumstances justifying his presence with the force.

(3) While performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds.

Note.—The performance by a medical officer of an operation on a venereal or septicaemic patient, or the attendance by a nurse or a medical subordinate upon such a patient, or the employment of a magistrate or police officer in the suppression of a riot or disturbance, is duty involving extraordinary bodily risk for the purpose of this rule.

272. Government may sanction the grant of a wound or injury pension to a Government servant who—

(1) is injured in or in consequence of the due performance of his official duties or because of his official position, or

(2) sustains serious injury to his health in the execution of his official duties.

273. If a Government servant is permanently incapacitated for Government service by a wound, injury, or disability, in respect of which a wound or injury pension or gratuity is granted to him under this sub-section, he shall be granted on retirement in addition to such pension or gratuity any other pension or gratuity for which he is eligible under this Chapter. The provisions of Rule 299 apply to such a case.

Sub-section (vii)—Compassionate Pensions.

274. (1) When a Government servant is removed from Government service for misconduct or insolvency, or is required on grounds of inefficiency to retire from Government service before he is eligible for a retiring or superannuation pension, Government may, if it considers the case of the Government servant to be deserving of special treatment, sanction the grant to him of a compassionate pension.

(2) When the order of removal or retirement requires the sanction of the Secretary of State in Council no compassionate pension shall be granted without the sanction of the Secretary of State in Council.

Sub-section (viii)—Family Pensions.

275. Government may sanction the grant of a family pension to the family of a Government servant who is killed or who dies of injuries received or disease contracted in the circumstances described in Rule 271 or 272.

276. When the amount of a family pension granted under this sub-section is regulated by the rates laid down in Army Regulations, India, the following conditions shall be observed :—

(1) The conditions of the grant shall be regulated by Army Regulations, except in so far as Government may in any case modify those conditions in order to adapt them to meet the laws or customs applicable to the families concerned.

(2) The pension of a widow shall cease on remarriage, but in the event of her again becoming a widow it may be restored at the discretion of Government upon the receipt of evidence

that she is in necessitous circumstances and otherwise deserving.

(3) The pension of a son shall be continued up to the age of 18 years : that of a daughter up to the age of 21 years or up to marriage, whichever be earlier.

277. When the amount of a family pension granted under this sub-section is not regulated by Army Regulations, the conditions of the grant shall be such as Government by general or special order may prescribe.

SECTION VI—AMOUNT OF PENSIONS.

Sub-section (i).—General Rules.

278. Unless in any case it be otherwise expressly provided in this section, the amount of a Government servant's pension is fixed by reference to the number of completed years of duty which counts for pension under the provisions of these rules and to the amount of his pensionable pay.

279. A pension fixed in rupees shall be calculated to the nearest anna, six pies or more being treated as an anna and an amount less than six pies being disregarded.

280. In the case of a Government servant who has rendered any service under the Imperial (British) Government, pension from Indian Revenues shall not be fixed until it has been ascertained whether any pension is payable from Imperial Funds in respect of the service under the British Government.

281. A Government servant transferred to service under a Colonial Government shall, on final retirement from the Colonial service on pension or compensation allowance, be granted for completed years of duty in pensionable service a pension from Indian Revenues calculated on the basis of the rates mentioned in Rule 282 notwithstanding that the length of his Indian service may by itself have only been sufficient to qualify for a gratuity and not for a pension. The pension should be calculated on the pensionable pay of the Government servant at the time of his transfer subject to the maximum limit of Rs. 1,975 a year for an Indian service consisting of completed years of duty not exceeding 9 and Rs. 4,100 a year in any other case.

282. Unless in any case it be otherwise expressly provided by or under these rules, the amount of a Government servant's pension shall be calculated according to the scales A or B mentioned below :—

(1) Scale A applies to all Government servants who are members of the services mentioned in Appendix XII (page 270).

(2) Scale B applies to all other Government servants.

Scale A.

Number of completed years of duty which count for pension.	Scales of pension expressed as a fraction of pensionable pay.			Maximum annual limit of pension apart from special additional pension.		
	Retiring pension.	Superannuation pension.	Invalid and compensation pension.	For pension earned by column 2.	For pension earned by column 3.	For pension earned by column 4.
1	2	3	4	5	6	7
				Rs.	Rs.	Rs.
7	..	..	6/48	....	....	2,225
8	..	..	7/48	....	....	2,600
9	..	8/48	8/48	....	1,975	2,950
10	..	9/48	9/48	....	2,175	3,175
11	..	10/48	10/48	....	2,600	3,600
12	..	11/48	11/48	....	2,825	3,825
13	..	12/48	12/48	....	3,025	4,025
14	..	13/48	13/48	....	3,250	4,250
15	..	14/48	14/48	....	3,675	4,675
16	..	15/48	15/48	....	3,900	4,900
17	..	16/48	16/48	....	4,100	5,100
18	..	17/48	17/48	....	4,325	5,325
19	..	18/48	18/48	....	4,750	5,750
20	19/48	19/48	19/48	5,975	5,975	5,975
21	20/48	24/48	24/48	6,175	6,175	6,175
22	21/48	..	..	6,600	6,600	6,600
23	22/48	..	..	6,825	6,825	6,825
24	23/48	..	..	7,000	7,000	7,000
25 and over.	24/48	..	..	7,000	7,000	7,000

Scale B.

Number of completed years of duty which count for pension under the provisions of these rules.	Scale of pension expressed as a fraction of pensionable pay.				Maximum annual limit of pension, apart from special additional pension under Rule 262.			
	Retiring Pension.		Other Pensions.					
	Of Government servants who may retire after 16½ years' duty (Rule 256) and 20 years' duty (Rule 255).	Of all other Government servants.	Of Government servants included in Appendix IX (page 266).	Of all other Government servants.	For pension earned by column 2.	For pension earned by column 3.	For pension earned by column 4.	For pension earned by column 5.
1	2	3	4	5	6	7	8	9
					Rs.	Rs.	Rs.	Rs.
9	..	..	8/48	8/48	..	..	1,975	1,975
10	..	..	9/48	9/48	..	..	2,175	2,175
11	..	..	10/48	10/48	..	..	2,600	2,600
12	..	..	11/48	11/48	..	..	2,825	2,825
13	..	..	12/48	12/48	..	..	3,025	3,025
14	..	..	13/48	13/48	..	..	3,250	3,250
15	..	..	14/48	14/48	..	..	3,675	3,675
16	15/48	..	15/48	15/48	3,900	..	3,900	3,900
17	16/48	..	16/48	16/48	4,100	..	4,100	4,100
18	17/48	..	17/48	17/48	4,325	..	4,325	4,325
19	18/48	..	18/48	18/48	4,750	..	4,750	4,750
20	19/48	..	19/48	19/48	4,950	..	4,950	4,950
21	20/48	..	24/48	24/48	5,175	..	5,175	5,000
22	21/48	..	..	..	5,600	..	5,600	5,000
23	22/48	..	..	..	5,825	..	5,825	5,000
24	23/48	..	..	..	6,000	..	6,000	5,000
25 and over.	24/48	24/48	..	..	6,000	5,000	6,000	5,000

Note.—The maxima in the above table are subject to the following additional limits in the case of retiring pensions :—

(*i*) If a Government servant other than a Government servant included in Appendix XII (page 270) is granted pension under Rule 255 or Rule 256 before completing thirty years of total service, his or her maximum annual pension is limited to Rs. 5,000 *plus* an addition of Rs. 200 for each completed year of service in excess of twenty-five years.

(*ii*) If a Government servant is granted a retiring pension under Rule 256 before completing 25 years' service, her maximum annual pension is limited to Rs. 4,000.

(*iii*) When a Government servant included in Appendix XII (page 270) is granted a retiring pension before completing thirty years of total service, his maximum pension is limited to Rs. 6,000 *plus* an addition of Rs. 200 for each completed year of service in excess of twenty-five years.

(*iv*) In calculating total service for the purpose of this note a Government servant covered by Rule 284(*b*) may add to his service five-fourths of the period which he is entitled, under that rule, to add to the duty counting for pension.

Sub-Section (ii)—Superannuation Pensions.

283. The following condition regulates the amount of superannuation pension admissible to a barrister or other person who has been appointed to the post of Additional Judicial Commissioner of Sind, or Administrator General and Official Trustee, or Chief Judge of the Small Causes Court, Bombay, or the Chief Presidency Magistrate, Bombay :—

If he retires after completing not less than 6¼ years of duty in the post of Additional Judicial Commissioner of Sind, or of Chief Judge, Small Causes Court, Bombay, or of Administrator General and Official Trustee, or of Chief Presidency Magistrate, Bombay, including duty in a High Court as prescribed by Rule 253, the amount of his pension shall be regulated by the following scale :—

Completed years of duty.	Amount of annual pension.
6¼ but less than 7¾	5,000
7¾ but less than 9	6,000
9 but less than 10½	8,000
10½ and over	10,000

284. (*a*) Except as provided in Rule 283 the scales of pensions prescribed by Rule 282 are applicable to the superannuation pensions of all Government servants subject to these Rules.

(*b*) Additions may be made for the purpose of calculating superannuation pension to the duty performed in the following cases :—

(*i*) A Government servant whose whole pensionable service has been rendered in a post or service included in Appendix XI (page 269) may add to the duty counting for pension, if that duty is not less than 9 years, 4/5ths of the period, not exceeding 5 years, by which his age on first appointment to such post or service exceeded 25 years.

(*ii*) (1) A Government servant who has on account of professional or other special qualifications been appointed direct to one of the posts named below, and whose whole pensionable service has been rendered in one or other of such posts, may add to the duty counting for pension, if that duty is

not less than 9 years, 4/5ths of the period not exceeding 5 years, by which his age on appointment exceeded 25 years:

1. Presidency Magistrate.
2. Judge (other than Chief Judge) of the Presidency Small Causes Court.

} If the Government servant is a barrister, advocate, solicitor, or vakil.

(2) Subsequent promotion to a post, which is not included in sub-clause (1) of this clause, but is of a similar nature and carries not less pay, does not deprive a Government servant of the concession given by sub-clause (1) if he has performed not less than 4½ years of duty in one or more of the posts so included.

(*iii*) A barrister, vakil, or advocate, of a High Court or a pleader of a Chief Court, a Judicial Commissioner's Court, or a District Court, who has been appointed direct to the post of District or Sessions Judge or Additional Sessions Judge, may, if the duty counting for pension is not less than 9 years, add to it 4/5ths of the period not exceeding 10 years by which his age on appointment exceeded 25 years.

Note.—In the case of a Subordinate Judge of the second grade the term "age on appointment" shall be taken to mean his age at the time of continuous appointment, and such periods of non-continuous duty, counting for pension under Note 2 to Rule 240, as may be covered by it shall be deducted from the period to be added under this rule.

Sub-Section (iii)—Retiring Pensions.

285. Except as provided in Rule 286, the scales of pensions prescribed by Rule 282, are applicable to the retiring pensions of all Government servants subject to these rules.

286. Subject to the provisions of Rule 257 the amount of retiring pension admissible to a barrister or other person who has been appointed to one of the posts mentioned in Rule 253 shall be regulated by the scale prescribed in Rule 283 if the condition prescribed in that rule is fulfilled.

Sub-Section (iv)—Invalid Pensions.

287. Subject to the provisions of Rule 261, the amount of invalid pension admissible to a barrister or other person who has been appointed to one of the posts named in Rule 253 shall be regulated by the scale prescribed in Rule 283 if the condition mentioned in that rule is fulfilled.

288. (*a*) Except as provided in Rule 287 and clause (*b*) of this rule, the invalid pensions of all Government servants subject to these rules are regulated by the scales prescribed by Rule 282.

(*b*) If the amount of duty which a Government servant may count for pension is less than 7 years, in the case of a Government servant included in Appendix XII (page 270), or less than 9 years in the case of a Government servant not so included, he is eligible on retiring on medical certificate to an invalid gratuity not exceeding his pay at the time of

retirement multiplied by 12/11ths of the number of completed years of duty ; provided that—

(1) in special cases, for reasons which should be recorded, the gratuity may be increased by Government up to an amount not exceeding 12 times the Government servant's pay, and

(2) if the Government servant's pay has been reduced for no fault of his own during the last 3 years of his service, his pensionable pay may for the purpose of the calculation be substituted for his pay at the time of retirement.

Sub-Section (v)—Special Additional Pensions.

289. The amount of special additional pension admissible to a Government servant who has held one of the posts listed in Appendix X (page 268) shall be—

(*i*) Rs. 300 a year for each completed period of 11 months' duty performed while holding, or holding a lien on, one of the posts listed as lower grade posts in Part II of the Appendix, or after his lien on such a post has been suspended under Rule 19 ; and

(*ii*) Rs. 500 a year for each completed period of 11 months' duty performed while holding, or holding a lien on, one of the posts listed as upper grade posts in Part I of the Appendix, or after his lien on such a post has been suspended under Rule 19 ; Provided

(1) that the maximum additional pension admissible in respect of duty performed in lower grade posts shall be Rs. 1,500 a year ;

(2) that the maximum additional pension admissible in respect of duty performed in both lower and upper grade posts or in upper grade posts alone shall be Rs. 2,500 a year ; and

(3) that a period of duty in a upper grade post which falls short of 11 months may be combined with a similar period of duty in a lower grade post in order to make up a period of 11 months' duty qualifying for additional pension under clause (1) of this rule.

Note 1.—If a Government servant, while officiating in a post specified in Appendix X (page 268) is transferred to foreign service or to a temporary post in Government service, his duty performed in foreign service or in the temporary post shall be treated for the purpose of this rule as duty performed in a listed post: provided that such treatment shall be accorded for that period only during which Government certifies that the Government servant would, if he has not been transferred, have continued to officiate in a post specified in Appendix X (page 268).

Note 2.—A Government servant in foreign service may count as duty for special additional pension any period of duty during the foreign service during which under Rule 111 he is given officiating promotion to one of the posts listed in Appendix X (page 268).

Sub-Section (vi)—Compensation Pensions.

290. (*a*) The compensation pension granted to a Government servant, who is discharged from Government service after completing 7 years of duty in the case of a Government servant included in Appendix XII

(page 270), or 9 years of duty in the case of a Government servant not so included, is regulated by the scales prescribed in Rule 282.

(*b*) If a Government servant is discharged from Government service in the circumstances described in Rule 266 before completing 7 years of duty in the case of a Government servant included in Appendix XII (page 270), or 9 years of duty in the case of a Government servant not so included, he shall be eligible for a compensation gratuity calculated on the terms prescribed for an invalid gratuity in Rule 288 (*b*).

291. (*a*) If in any case three months' notice of his intended discharge has not been given to a Government servant discharged from Government service in the circumstances described in Rule 266, he may be granted in addition to the compensation pension or gratuity admissible under this sub-section an additional gratuity not exceeding his emoluments for the period by which the notice given to him falls short of 3 months. In this rule emoluments mean the pay or leave-salary, or both, which the Government servant would have received during the period in question had notice not been given to him.

(*b*) If an additional gratuity is granted to a Government servant under clause (*a*) of this rule, his compensation pension shall not become payable until the expiry of the period covered by the gratuity.

292. If a Government servant, who is entitled to compensation pension, accepts in its place another post in Government service and subsequently becomes entitled to receive a pension of any class, the amount of such pension shall not be less than that of the compensation pension which he could have claimed if he had not accepted the post.

Sub-Section (vii)—Wound and Injury Pensions.

293. If a wound or injury pension is granted under Rule 271 (1) to a Government servant in receipt of pay not less than Rs. 200 on account of a wound or injury received while serving in a civil capacity with a military force, its amount shall be regulated by the rates laid down in Volume I of Army Regulations, India. For this purpose the rank of the Government servant shall be assumed to be the military rank assigned, or assignable, to him under rule in the field, or his relative military rank in the following table, whichever of these is more favourable to the Government servant :—

Pay.	Relative Military Rank.
Rs. 1,500 and over	.. Lieutenant-Colonel.
Rs. 900 but less than 1,500	.. Major.
Rs. 700 but less than 900	.. Captain.
Rs. 450 but less than 700	.. Lieutenant.
Rs. 350 but less than 450	.. Second-Lieutenant.
Rs. 250 but less than 350	.. Warrant Officer, Class I.
Rs. 200 but less than 250	.. Warrant Officer, Class II.

294. If a wound or injury pension is granted under Rule 271 (1) to a Government servant in receipt of less pay than Rs. 200 on account of a

wound or injury received while serving in a civil capacity with a military force, its amount shall be regulated as follows :—

(1) If the wound or injury involves the loss of an eye or a limb, or of the use of a limb, or other incapacity equivalent in its effects to the loss of a limb, the Government servant shall receive a pension at the rate of one-third of his pay, subject, if he be wholly incapacitated from earning a living, to a minimum of Rs. 10. A separate pension on this scale may be granted for each eye or limb of which he has lost the use.

(2) If the wound or injury be not of the nature described in clause (1) of this rule, the Government servant shall receive such pension or gratuity, not exceeding the equivalent of one-fifth of his pay, as Government on a consideration of all the circumstances may fix.

295. (*a*) If a wound or injury pension is granted under Rule 271 (2) to a Government servant on account of a wound or injury received while serving in a military capacity with a military force, its amount shall be regulated either by the provisions of Rules 293 and 294 or by the military regulations governing his employment in military service, according as the Government servant may, at any time during such service or after it, elect.

(*b*) If the Government servant elects to be treated according to the provisions of Rules 293 and 294, his pay for the purpose of these rules shall be taken to be that which he would have drawn had he remained in civil employ.

296. If a wound or injury pension is granted under Rule 271 (3) to a Government servant on account of a wound or injury received while performing a duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds, its amount shall be regulated as prescribed in Rules 293 and 294 : provided that in cases covered by Rule 293 the relative military rank of the Government servant shall be that shown in the table included in that rule, and not the rank assignable to him in the field, or his actual military rank if he is a military officer in civil employ.

297. If a wound or injury pension is granted under Rule 272 (1) to a Government servant, who is injured in or in consequence of the due performance of his official duties or because of his official position, its amount shall be fixed by Government in consideration of all the circumstances of the case : provided that it shall not exceed the maximum pension admissible under Rule 296 or a gratuity equivalent to such maximum pension.

298. If a wound or injury pension is granted under Rule 272 (2) to a Government servant who sustains serious injury to his health in the execution of his official duties, its amount shall be fixed by Government, subject to a maximum limit of Rs. 25 a month, or, if it be a gratuity, of the equivalent of Rs. 25 a month or Rs. 1,000 whichever is greater.

299. If the amount of duty counting for pension of a Government servant who is granted a wound or injury pension or gratuity renders him eligible for an invalid gratuity and not for an invalid pension, he may at his option exchange his invalid gratuity for a pension calculated as follows :—

(1) at the rate of 1/48th of his pensionable pay for each completed year of duty including any duty performed in service with a military force in either a civil or a military capacity :

(2) in calculating pensionable pay for the purpose of clause (1) of this rule in the case of a Government servant serving in a military capacity with a military force the pay taken into account shall be the pay which he would have earned had he remained in civil employ.

300. In the case of a person to whom the Workmen's Compensation Act, 1923, applies,

(1) a pension or gratuity shall be paid under the provisions of this sub-section and of sub-section (*ix*), only if Government considers that the compensation payable under the Act is in the particular case inadequate ; and

(2) the amount of pension or gratuity paid to any such person shall not exceed the difference between the amount otherwise admissible under these rules and the amount of compensation payable under the Act.

Sub-Section (viii)—Compassionate Pensions.

301. The amount of a compassionate pension granted to a Government servant under Rule 274 shall be such as Government may fix in each case ; provided that it shall not exceed two-thirds of the invalid pension which would have been admissible to him had he retired on a medical certificate.

Sub-Section (ix)—Family Pensions.

302. (*a*) If a family pension is granted under Rule 275 to the family of a Government servant who is killed or dies of a wound or injury received while serving in a civil capacity with a military force, its amount shall be regulated as follows :—

(1) If the pay of the Government servant was not less than Rs. 200, the amount of the family pension shall be regulated by the rates prescribed in Volume I of Army Regulations, India, the rank of the Government servant being assumed as prescribed in Rule 293.

(2) If the pay of the Government servant was less than Rs. 200, the family pension shall be one-half of such pay.

(*b*) (1) For the purpose of awarding a family pension under this rule, the term "family" includes only wife, legitimate child, and father or mother, dependent upon the deceased for support.

(2) The pension is allotted :—

(*i*) to the eldest surviving son for the support of the family ;

(*ii*) failing a son, to the eldest widow for the same purpose ;

(*iii*) failing both sons and widows, to the eldest surviving unmarried daughter for the same purpose ;

(*iv*) these failing, to the father for the same purpose ;

(*v*) failing (*i*) to (*iv*), to the mother for the same purpose.

(3) The pension to a male is tenable as follows :—

(*i*) if the pensioner is under six years of age, till he is eighteen years old ;

(*ii*) if not under six, but under fifty years, for twelve years ;

(*iii*) if not under fifty years, for life.

(4) The pension to a female is for life, or in the case of an unmarried daughter until marriage ; but on her suitable marriage Government may at their discretion grant the daughter five years pension as a dowry.

Note.—A pension granted to a female infant who is a native of Asia shall, in the absence of special orders to the contrary, last until she leaves her own family to co-habit with her husband, or being married attains the age of sixteen years, whichever event happens first.

(5) In awarding a family pension under this rule Government have discretion to make such modifications in the mode of allotment or conditions of tenure set forth in clauses (2) to (4) as they may consider desirable, with a view to adapting these to the legal or customary conditions applicable in the case of the family to be benefitted, or to providing against the improper application of the pension or its premature cessation. They have also power to award the pension to a dependant who does not strictly fall within the definition of "family."

(6) On the cessation of the pension through death, marriage, or other cause, Government have discretionary power to re-grant it in whole or in part to members of the family lower down in the scale prescribed in clause (2) who may have been dependent on it for support, and for such period as they may consider desirable, not exceeding that admissible under (3) or (4) for an original grant.

303. If a family pension is granted under Rule 275 to the family of a Government servant who is killed or dies of wounds or injuries received while serving in a military capacity with a military force, its amount shall be regulated either by the provisions of Rule 302 or by the military regulations governing the Government servant's employment with the military force, according as the Government servant may have elected. If the Government servant has made no election, the amount of the pension shall be regulated by whichever of these methods is more favourable to the family.

304. If a family pension is granted under Rule 275 to the family of a Government servant who has lost his life in the performance of a duty which increased his liability to injury beyond the ordinary risk of the post which he held, its amount shall be regulated as prescribed in Rule 302 ; provided that, in the case of a Government servant on pay not less than Rs. 200, his relative military rank shall be assumed to be that shown

in the table included in Rule 293, and not the rank assignable to him in the field or his actual military rank, if he is a military officer in civil employ.

305. If a family pension is granted under Rule 275 to the family of a Government servant who is killed in, or in consequence of, the due performance of his official duties or because of his official position, its amount shall be fixed by Government on a consideration of all the circumstances of the case; provided that it shall not exceed the maximum amount admissible under Rule 304 or a gratuity equivalent to such maximum pension.

306. If a family pension is granted under Rule 275 to the family of a Government servant who dies from the effects of injury to his health sustained in the execution of his official duties, its amount shall be fixed by Government, subject to a maximum limit of Rs. 25 a month, or, if it be a gratuity, of the equivalent of Rs. 25 a month or Rs. 1,000, whichever is greater.

SECTION VII—PAYMENT OF PENSIONS.

307. Except in cases covered by Rules 291 (*b*) and 309, a pension shall be payable from the date on which the pensioner ceased to be in Government service or from the date of his application for a pension, whichever is later; provided

(1) that Government may relax this rule if delay in making application for a pension is explained to its satisfaction; and

(2) that a pension granted to a Government servant in special circumstances long after his retirement shall be payable from the date of sanction unless Government otherwise directs.

308. When any sum is payable in respect of pension or gratuity to any person by Government, and the person to whom the sum is payable is certified by a Magistrate to be a lunatic, the procedure laid down in the Indian Lunacy Act shall be followed.

309. A wound or injury pension shall be payable from the date of the wound or injury and a family pension from the day following the death of the Government servant, provided

(1) that, if the grant of the pension is regulated by Army Regulations, it shall take effect from the date therein prescribed;

(2) that, if considerable delay has occurred in making application for a wound or injury pension, it shall be payable from the date of report on the case by the medical board unless in exceptional circumstances Government otherwise directs; and

(3) that, if considerable delay has occurred in making application for a family pension, it shall be payable from such date as Government may prescribe.

310. Unless in any case it be otherwise distinctly provided in the orders sanctioning it, a pension shall be payable up to and including the date of the pensioner's death.

311. (*a*) If the amount of a pension is fixed in sterling it shall be payable at the Home Treasury, or at the option of the pensioner—

(*i*) if he is residing in any British Dominion or Colony, for which the Secretary of State in Council may by order prescribe the procedure, in such Dominion or Colony, and

(*ii*) if he be residing in India, at any treasury in India.

(*b*) If paid in India, it shall be converted into rupees at the current rate of exchange calculated by such method as the Secretary of State in Council may from time to time prescribe:

Provided that pensioners of the following classes may at their option convert their pensions at the rate of 1*s.* 4*d.* to the rupee so long as they continue to reside in India :—

(1) Pensioners resident in India who were on the 1st February 1921 in receipt of pensions converted at that rate.

(2) Pensioners of Indian domicile who were on 1st February 1921 temporarily drawing their pensions in sterling.

(3) Pensioners of Indian domicile who were in Government service on 1st February 1921.

312. (*a*) If the amount of a pension is fixed in rupees, it shall be payable at the treasury in India, or at the option of the pensioner,

(*i*) if he be residing in any country in which the rupee is not legal tender, at the Home Treasury, and

(*ii*) if he be residing in any British Dominion or Colony, for which the Secretary of State in Council may by order prescribe the procedure, in such Dominion or Colony.

Note.—A pensioner who has been drawing his pension in sterling under sub-clause (*i*) of this clause may at his option, if he proceeds to a country in which the rupee is legal tender, continue for 6 months to draw his pension in sterling from the Home Treasury.

(*b*) If a pension fixed in rupees is drawn under clause (*a*) of this rule at or through the Home Treasury, or in a colony in which the rupee is not legal tender, it shall be converted into sterling at the current rate of exchange calculated by such method as the Secretary of State in Council may from time to time prescribe subject to a minimum of 1*s.* 9*d.* to the rupee.

(*c*) If the amount of a gratuity is fixed in rupees, it shall, if the service of a Government servant to whom it is granted terminates in a country in which the rupee is legal tender, be payable in rupees only. If the service terminates elsewhere, the gratuity shall be converted as prescribed in clause (*b*) of this rule.

313. If a pension granted to a Government servant is subsequently found to be in excess of the amount to which he is entitled under these rules, the Government servant shall refund to Government any excess amount which he may actually have drawn.

SECTION VIII—COMMUTATION OF PENSIONS.

314. The rules in this sub-section do not apply to the Registrar of Joint Stock Companies, Chief Judge, Small Causes Court, Bombay, and an Additional Judicial Commissioner of Sind. The cases of these officers are governed by the Civil Pensions (Commutation) Rules, sanctioned by the Secretary of State.

315. Except as provided in Rule 314 Government may sanction commutation of a portion of a pension for a lump payment subject to the following conditions :—

(*a*) Commutation of one-half of the pension or any lesser amount may be permitted, provided the residue of pension after commutation is not thereby reduced to less than Rs. 100 per month.

(*b*) Commutation of one-third of the pension or any lesser amount may be permitted, provided the residue of pension after commutation is not thereby reduced to less than Rs. 20 per month.

Note.—**In calculating the limit of Rs. 20 prescribed in clause (*b*) of this rule account may be taken of any other permanent pension or pensions drawn by the applicant from any other Government.**

316. The incidence of the commutation payment will in all cases follow that of the pension, and the commuted amount must be made payable at the treasury at which the pension is being or is to be drawn. If a pension of which a part has been commuted thereafter becomes payable at another treasury, a note should be made on the Pension Payment Order as to the amount of pension which has been commuted.

317. All sanctions to pension commutations under Rule 315 will be subject to the usual rule that the expenditure can be met from sanctioned budget grants. The payment of the capitalised sum must be taken in India.

318. Application for commutation shall be made in Form A included in Appendix XIII (pages 271 to 273). In addition to the application in Form A a separate signed statement detailing the manner in which the commuted amount will be utilised must be attached to the formal application. When the objects are more than one, the exact or approximate amounts required for each object should be specified in the signed statement. In cases in which commutation is proposed for the performance of a marriage ceremony or the education of children, the applicant should specify the approximate period within which the commuted amount will be utilised.

319. No commutation will be sanctioned unless Government is satisfied :—

(*a*) That the commutation will be to the distinct and permanent advantage of the pensioner or his family.

(*b*) That the residue of pension, which will be left after commutation, is sufficient to maintain the pensioner in accordance

with his station in life in retirement, due regard being had to the manner of application of the amount realised on commutation.

Government may also at its discretion require guarantees and impose such terms and safeguards, as it may deem fit, to ensure the prudent application of the amount payable in commutation if sanctioned.

320. No commutation shall be sanctioned until the pensioner has produced a certificate in the form, and signed by the authority, prescribed in rule 224. In order that the grant of commutation and the medical examination may be as nearly as possible contemporaneous, heads of offices should see that medical certificates are not obtained until they are called for by Government in each case.

321. The lump sum payable on commutation will be the amount certified by the Accountant General to be admissible according to the table of present values included in Appendix XIV (pages 274 to 275). This amount shall be intimated to the applicant for definite acceptance or rejection within one week before final sanction to commutation issues. If he does not withdraw his application within that period, the commutation of pension shall become absolute and payment of the lump sum shall be made subject to the condition mentioned in Rule 322, payment of the commuted portion of the pension thereupon ceasing.

322. Commutation when sanctioned shall take effect from a date, to be named in the order, which should ordinarily be about one month later than the date of the order; and all calculations shall be made with reference to that date. Payment of the commuted portion of the pension will cease from the date specified, and the sum payable on commutation will be paid on that date, or as soon afterwards as possible.

Note.—In special cases Government may sanction the commutation with effect from an earlier date than that mentioned in this rule, but not preceding the date of the sanction. All calculations shall then be made with reference to such earlier date.

323. A commutation once applied for, sanctioned, and given effect to, cannot be rescinded, *i.e.*, the portion of a pension commuted cannot be restored on refund of its capitalised value.

324. If a pensioner, part of whose pension has been commuted, dies on or after the date from which the commutation is to take effect under Rule 322, but before he receives the commutation value, this value shall be payable to his heirs.

325. The heads of offices, in which pensioners who are allowed to commute part of their pension last served, should observe the following procedure upon receipt of an order sanctioning commutation. Formal reference will not be made to these orders in the resolution sanctioning commutation :—

(*a*) The Head of the Office should cause the pensioner to execute an agreement in Form B included in Appendix XIII (pages 271 to 273). Execution of the agreement should be reported to the Officer in Charge of the Treasury at which the amount is payable, who will not make payment until such intimation has been received by him.

(*b*) Unless a different period is specified in the orders the following periods should be fixed for the utilisation of the commutation amounts :—

Objects.	Periods.
For building a house	Eighteen months.
For purchase of a house or land ..	One year.
For the improvement of agricultural land	
For repairs to a house	Six months.
For payment of debts	Three months.

In cases in which commutation is allowed for the performance of a marriage ceremony or the education of children, the applicant may be required, when the head of department considers this desirable, to invest the amount in the Post Office Savings Bank or in Cash Certificates and to draw upon the money as necessity arises.

(*c*) One-tenth of the commutation amount should be fixed as the penalty in case of default, unless a different amount is specified in the orders.

(*d*) The head of the office concerned should see that the undertaking is carried out within the period prescribed.

(*e*) In cases where the pensioner is not residing in the district in which the head of the department concerned has his head-quarters, the Collector of the district, in which the pensioner is drawing his pension, should be considered to be the head of the office for the purposes of executing the agreement in connection with pension commutation and for seeing that the undertaking is carried out.

326. Subject to the conditions prescribed in Rule 315 and subject to the rule that the expenditure can be met from sanctioned budget grants, the power of Government under the rules in this sub-section to sanction commutation of pensions may be exercised by the High Commissioner for India in respect of pensioners residing in Europe or in a Dominion or Colony other than those having an account current with the Accountant General, Central Revenues.

Section IX—Re-employment of Pensioners.

327. Unless in any case it be otherwise distinctly provided in this section, a Government servant who has received a pension on retirement shall not, if re-employed in Government service, be permitted to count his new service as qualifying for a second pension. If the new service is pensionable, it must be combined for the purpose of calculating pension with the service previously rendered and the whole treated as one service.

328. The provisions of Rule 327 do not apply to a Government servant who is taken into civil employ after earning a pension in military employ. Such a Government servant may, if he is not permitted, or

does not desire, to count the duty performed in military employ as duty qualifying for pension under proviso (*b*) to Rule 247, draw his military pension in addition to his pay in civil employ, and on retirement from civil employ, if his service in such employ has been pensionable, may be granted any pension or gratuity earned by it in addition to his military pension.

329. (*a*) A person, who is in receipt of a retiring or superannuation pension granted under these rules, shall not be re-employed in service paid from provincial revenues except on public grounds and in a purely temporary capacity.

(*b*) A Government servant re-employed in pensionable service on the conditions prescribed in clause (*a*) of this rule may, at his option,—

(1) cease to draw his pension and count his second term of service for pension in continuation of the service previously rendered, or

(2) continue to draw his pension and earn no further pension by his second term of service.

330. A person who has retired from Government service with a compensation gratuity, or who has retired with an invalid gratuity but is sufficiently restored to health to be re-employed in the same or another branch of Government service, may be re-employed on the following conditions :—

(1) He may at his option either retain his gratuity, in which case his former service will not qualify for future pension, or refund it and count his former service as pensionable.

(2) If he elects to refund his gratuity, his intention to do so must be stated immediately upon re-employment, but the refund may be made by monthly instalments of not less than one-third of his pay. The right to count former service as pensionable shall not revive until the whole gratuity has been repaid. He need not refund a gratuity given under Rule 291 in lieu of notice unless the period of unemployment falls short of three months. In the latter case he may retain a portion of the gratuity equal to the proportion which the period of unemployment bears to three months.

(3) If he elects to retain his gratuity, he may earn gratuity or pension by his second period of service ; provided that the amount of such gratuity, or the present value of such pension calculated according to the table prescribed in Appendix XIV (pages 274 to 275) by Government, shall not, when added to the former gratuity, exceed the amount of the gratuity or the present value of the pension which would have been admissible had the previous gratuity been refunded on re-employment.

331. A person who has retired from Government service with a compensation pension, or who has retired with an invalid pension but

is sufficiently restored to health to be re-employed in the same or another branch of Government service, may be re-employed on the following conditions :—

(1) He may, at his option, either retain his compensation or invalid pension, in which case his former service will not qualify for future pension, or forego it and count former service for pension in combination with his second period of service.

(2) Unless Government in any case otherwise permit, the option to forego the existing pension must be exercised within three months of the date of re-employment.

(3) If the Government servant elects to retain his existing pension, the gratuity or pension earned by his second period of service shall not exceed the difference between the gratuity or the present value of the pension that would be admissible at the time of final retirement, if the two periods of service were combined, and the present value of the existing pension. For the purpose of this clause, present values shall be calculated in accordance with the table prescribed in Appendix XIV (pages 274 to 275) by Government.

332. A Government servant discharged with a compensation pension shall surrender his pension on refusal to accept any post which Government offers to him within six months of his discharge, if the post is such as in the opinion of Government he can reasonably and equitably be expected to accept.

332-A. A wound or injury pension should be reduced or terminated only in virtue of the conditions of its award and shall not be affected by the re-employment of the pensioner in Government service.

CHAPTER XII—ADDITIONS TO PAY.

Part I—General.

333. The amount of a compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient. All general or special orders are subject to this principle.

334. The following are the different kinds of compensatory allowances sanctioned by Government :—

Local Allowance (including Presidency Allowance).
House Rent Allowance.
Grain Compensation Allowance.
Travelling Allowance (which includes conveyance, horse and tentage allowances).
Exchange Compensation Allowance.
Headquarters Allowances.

Note 1.—For the general rules framed by Government for regulating the grant of compensatory allowances to gazetted Government servants stationed at certain places, see Appendix XV (pages 276 to 291).

Note 2.—For the general rules regulating the Bombay House Allowance Scheme and the grant of house rent allowances at certain expensive places, see Appendix XVI (pages 292 to 298).

Note 3.—For the rules regulating the grant of local allowances to superior establishments at Karachi, Thana, etc., see Appendix XVII (pages 299 to 301).

Note 4.—The term 'Headquarters Allowances' means and includes local allowance, house rent allowance, and travelling allowance, admissible to officers and establishments accompanying the headquarters of Government to Mahableshwar and Poona. The conditions regulating the drawing of these allowances are laid down in the Headquarters Allowances Code which is embodied in this Manual under Appendix XVIII (page 301).

335. Unless in this section it be in any case otherwise expressly provided, a compensatory allowance attached to a post will be drawn in full by the Government servant actually performing the duties of that post and will not be drawn in whole or part by any one else.

336. During joining time on transfer from one post to another, to both of which a local or tentage allowance is attached, a Government servant may draw these allowances at the lower of the two rates.

337. During joining time on transfer from one post to another, to both of which a house rent allowance is attached, a Government servant may draw this allowance at the lower of the two rates. In case the post, to which the Government servant is transferred, carries the concession of free Government quarters, the Government servant may draw the house rent allowance attached to the post from which he is transferred. The grant of house rent allowance in these cases is subject to the condition that the expenditure on account of which the allowance was granted continues to be incurred during the joining time.

338. Except where otherwise provided in these rules, a local allowance including Presidency allowance, may be drawn during absence from headquarters on duty and up to a maximum period of four months by a

Government servant who takes leave on average pay from the post to which the allowance is attached or is transferred therefrom for not more than four months to another post, as well as by the Government servant performing the duties of the post to which the allowance is attached, provided that the authority sanctioning the leave or transfer, as the case may be, certifies that the Government servant is likely to return, on the expiry of his leave or his temporary duty, to the post to which the allowance is attached or to another post carrying a similar allowance.

Note 1.—The expression " another post " in this rule includes temporary posts.

Note 2.—The allowance, if otherwise admissible, should be granted up to a maximum of four months but not beyond that in cases in which the transfer lasts more than four months in spite of the original expectation.

339. Before a compensatory allowance can be drawn by a Government servant on leave or temporary transfer, it must be certified by the Government servant if he holds gazetted rank, by the head of the office in the case of a non-gazetted Government servant, or by the immediate superior of a non-gazetted Government servant who is himself the head of an office, that the expenditure, to meet which the allowance was sanctioned, continues to be incurred during the leave or transfer.

Exception.—This does not apply to Archdeacons or Chaplains.

340. Any medical officer in charge of a Civil Station, who is required to proceed beyond the limits of his charge in order to appear as a witness in any judicial proceeding, may continue to draw any local allowance attached to his post.

341. Any of the Government servants enumerated in clauses (*a*), (*b*), (*c*) of section A and clause (*a*) of section B of Rule 774 may, when on hospital leave on average pay, draw any local allowance attached to his appointment, provided there is no substitute to whom it is payable.

342. (*a*) Policemen of rank not higher than that of head constable may, while on hospital leave, draw the house rent allowance admissible to them if it is not paid to their substitutes.

(*b*) Female Government servants on maternity leave occupying Government quarters need not be compelled to vacate them in favour of their substitutes. Government may grant house rent allowance to such substitutes.

343. A Government servant in receipt of house rent allowance at the Presidency town may, during his absence from the Presidency town not exceeding four months in all, whether on other duty or on duty connected with his office, continue to draw his house rent allowance, provided that it is certified by the Government servant that his previous rate of expenditure for a house at the Presidency town continued during his absence. If his absence from the Presidency town exceeds four months, he will not be entitled to the allowance for any part of the absence.

344. A house rent allowance may be drawn by a Government servant on leave or transfer in the circumstances specified in Rule 338 ; provided that he certifies that his previous rate of expenditure for a house continues during his absence and that he places his house, free of rent, at the disposal of the Government servant, if any, who officiates in his post. The officiating Government servant cannot in such case draw the house rent allowance attached to the post. If, however, the officiating Government servant, for a reason which Government considers to be sufficient, refuses the accommodation placed at his disposal, he, and not the absent Government servant, will draw the allowance.

Note 1.—This rule does not apply to any Government servant admitted to the benefits of the Bombay House Allowance Scheme in so far as it is inconsistent with the rules governing that scheme.

Note 2.—The allowance, if otherwise admissible, should be granted up to a maximum of four months but not beyond that in cases in which the transfer lasts more than four months in spite of the original expectation.

345. A Chaplain in the Bombay Ecclesiastical Establishment may draw the house rent allowance attached to his office while on leave on average pay not exceeding four months, provided that on return from leave he either reverts to his original post or is posted to another to which Presidency House Rent Allowance is attached.

The title of the substitute to draw the house rent allowance is not affected.

346. An Archdeacon, the Presidency Senior Chaplain of the Church of Scotland, or a Chaplain, or a Military Assistant or Sub-Assistant Surgeon in Civil employ during leave on average pay not exceeding four months may draw a conveyance allowance attached to his office, provided it is not drawn by his *locum tenens.*

347. A conveyance or horse allowance may be drawn by the following Government servants during the first four months of any period of leave on average pay, provided that no extra expense is thereby caused to the State :—

(*i*) Inspectors, Assistant Inspectors, Sub-Inspectors of the Excise Department in the Presidency proper.

(*ii*) Inspectors, Assistant Inspectors, Mounted Havaldars and Peons of the Department of Salt and Excise in Sind.

Note.—In the case of Assistant Inspectors, Mounted Havaldars and Peons of the Salt and Excise Department in Sind the allowance is allowed on the condition that the continued maintenance of an animal is certified.

(*iii*) Inspectors, Deputy Inspectors, Sub-Inspectors, and Sergeants of the Police Department in the Bombay Presidency (including Bombay City and Sind).

In regard to the Bombay City Police the Commissioner of Police, Bombay, should decide in each case whether the officer on leave or the one acting for him should draw the conveyance allowance. In other cases the discretion rests with the authority competent to grant leave.

348. Tentage and clothing allowances should continue to be drawn during leave on average pay not exceeding four months. They should also be drawn by officers transferred temporarily for a period not exceeding four months to posts to which such allowances are not attached, subject to the conditions that the tents or clothing in respect of which the allowances are drawn continue to be maintained, and that the Government servants return to the same posts from which they were temporarily transferred or proceeded on leave, or to other posts to which similar allowances are attached. If there be any reason to believe that the period of absence will exceed four months, the benefit of the concession should be withheld for the entire period of the absence.

Note.—The tentage allowance may be drawn by an absentee in the circumstances stated above as well as by the *locum tenens*. If however the *locum tenens* is entitled to draw tentage allowance while holding his substantive rank he will draw the tentage allowance of his own rank and not that attached to the rank of the absentee.

349. An exchange compensation allowance may be drawn, if admissible, by a Government servant during the first four months of any period of leave on average pay.

350. A non-gazetted Government servant authorised to undergo a course of instruction or training outside the limits of the Presidency may, with the sanction of Government, draw local allowance not exceeding 1/5th of his substantive pay when it is considered that the expenses of the Government servant exceed those to which he might be put by a temporary transfer of duty within the Presidency. If the place of training has been recognised as particularly expensive, Government may, in addition, allow him to draw a further local allowance equal to the amount admissible to Government servants of his class serving in such place.

Part II—Honoraria and Fees.

351. A Government servant may be granted an honorarium or fee from general revenues, or permitted to receive an honorarium or a recurring or non-recurring fee from a private person or body, or from a public body, including a body administering a local fund, or from an Indian State, in return for work performed either within or outside the course of his ordinary duties, when the work is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward. The reasons for the grant of the honorarium or fee shall be recorded in writing by the sanctioning authority.

352. Any Government servant is eligible to receive without special permission (*a*) the premium awarded for an essay or plan in public competition, or (*b*) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice ; and also any remuneration or reward payable under any special or local law or in accordance with the provisions of any Act or regulation or rules framed thereunder.

353. Subject to the conditions prescribed in Rules 354 to 362, a competent authority may sanction the grant of an honorarium from

general revenues to a Government servant under its administrative control, or the acceptance by such a Government servant of an honorarium or a fee from a source other than general revenues. No Government servant may accept an honorarium or fee without such sanction.

354. The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given. The maximum fee permitted by any rule is not to be given in cases in which any smaller fee would be fair and sufficient.

Note 1.—Health Officers and their staffs are granted fees equal to one-thirtieth of a month's pay for each Sunday or close holiday or part of it on which they are unavoidably required to perform inspection work whether for plague, jigger, sleeping sickness or any other disease. For calculating fees the allowance of Rs. 100 received by the Port Health Officer, Bombay, for medical inspection of pilgrims, and the allowance received by the Port Health Officer, Aden, for inspection of vessels at night, should not be included in the term "month's pay". The fees are to be given only in cases in which no compensatory holiday has been granted. The Health Officer of the Port of Aden is allowed a fee of Rs. 5 for each bill of health given by him between sunset and sunrise to vessels other than Mail Steamers subject to a maximum of Rs. 150 in any one month.

Note 2.—The Shipping Master and his Deputy are allowed a fee of Rs. 20 each for work afloat on Sundays and close holidays.

355. A clerk on the establishment of the Shipping Master, Bombay, may be allowed a fee of Rs. 3 per visit when he accompanies the Shipping Master or the Deputy Shipping Master on visits to ships in the harbour on duty outside office hours.

356. Vaccinators are allowed to accept a fee of Rs. 3 for instructing candidates for L. C. P. & S. Examination in vaccination.

357. When the service rendered falls within the scope of the ordinary duties of the Government servant performing it, the test of exceptional merit prescribed in Rule 351 must be very strictly applied.

Note.—Private tuition of wards of estates under the Court of Wards is not within the ordinary duties of officers of the Educational Department.

358. An honorarium shall not be given under Rule 351 for superintending an examination rendered compulsory for persons belonging to the public service, or any other non-compulsory examination the conduct of which comes within the ordinary duties of the Government servant or servants conducting them. But an honorarium may be granted to a Government servant superintending an examination of candidates for admission to the public service or any other examination the conduct of which is declared by a head of a department authorised to hold such examination not to come within the ordinary duties of the Government servant or servants conducting them. If fees are levied from the candidates appearing at an examination and the amount of such fees is sufficient to cover the honoraria of the examiners, a head of a department authorised to hold the examination may sanction the grant of honoraria irrespective of the limit of his financial powers.

359. Sanction must not be given to the acceptance of an honorarium or fee from a source other than general revenues unless the work for

which it is offered has been undertaken with the knowledge and sanction of a competent authority, who must certify that its performance will involve no detriment to the official duties of the Government servant performing it.

360. When an honorarium or fee is paid from a source other than general revenues for work done by a Government servant during time which would otherwise be spent in the performance of official duties, the honorarium or fee must be credited to general revenues; provided that a competent authority may, for special reasons which should be recorded, direct that the whole or any part of it may be paid to the Government servant.

Note.—The Consulting Surveyor to Government and members of his staff are permitted to draw not more than half the fees which they may receive as remuneration for attendance in a Court of Law or at any judicial proceeding for the purpose of giving expert evidence on behalf of any local body or public body or private body.

361. When Government servants are appointed to conduct inspections on behalf of the University, the conditions of Rule 359 must be applied. But if these conditions admit of the grant of a fee, there will be no objection to the fee being retained by the Government servants concerned, instead of being credited to Government, and to its amount being determined by the University Authorities subject to a maximum of Rs. 500 for each year.

Note.—No person within the scope of whose ordinary official duties the inspection of a college clearly falls should receive special payment for undertaking inspections on behalf of the Syndicate, but, on the other hand, any person, official or non-official, of whom this cannot be said, should be remunerated for inspection duty.

362. When a Government servant of an educational service is permitted to receive fees for private tuition, the financial limits of the powers of sanction accorded to a competent authority shall be considered to apply to the total amount of fees to be accepted by such Government servant during any particular scholastic term or vacation.

363. Government servants who are appointed examiners for the drawing examinations of High Schools may accept fees in accordance with the following scale :—

Specimen works	..	.. 6 annas per paper.

Paper Examination.

Geometry and perspective	..	.. 8 annas per paper.
Free hand and model drawing		.. 4 annas per paper.

364. (*a*) Government servants who are appointed examiners for the Vernacular Final Examination are entitled to fees in accordance with the following scale :—

Papers.

Vernacular	..	.. Annas 3 per paper.
Science	..	.. Annas 3 per paper.
All other subjects	..	.. Annas 2 per paper.

Oral.

Oral examination .. ..Annas 2 per candidate.

The fees for examining a paper are subject to a minimum of Rs. 10 per paper.

The President of the Examination is entitled to a remuneration of Rs. 40, and is not allowed to draw additional remuneration for examining.

Each supervisor is entitled to a remuneration of Re. 1 per day.

(*b*) Clerks and menials are entitled to a remuneration on the following scale :—

For clerks.—Rs. 15 for the first 500 candidates appearing for the examination and one rupee for each additional 50 or part thereof.

For menials.—Rs. 5 for the first 500 candidates and one rupee for each additional 100 or part thereof.

365. Government servants appointed as examiners for the High and Middle School Scholarship Examinations are entitled to fees as follows :—

(*i*) Rs. 15 when the number of candidates is 50 or less.

(*ii*) When the number of candidates exceeds 50, remuneration will be given according to subjects on the scale laid down in Rule 364.

(*iii*) In addition to his fees as an Examiner the President will be entitled to draw Rs. 5 for his duties as President.

(*iv*) The clerk at each examination centre will be entitled to Rs. 5 when the number of candidates is 100 or less and in addition one rupee for each batch of 40 candidates or part thereof in excess of 100.

366. Government servants who set the question papers and value answer papers for the Higher Standard and Qualifying and Departmental Examinations and for the examination of candidates at the Police Training School, Nasik, should be granted fees on the following scale :—

Rs. 40 for setting a question paper.

Annas 12 for marking a paper.

367. A general sanction is accorded to the acceptance of fees by Government servants appointed as examiners by the Bombay University authorities in accordance with the scale laid down in Government Resolution, Educational Department, No. 3594 dated 8th December 1915.

368. A general sanction is accorded to the acceptance of fees by Government servants appointed as examiners for the Government

Diploma in Co-operative Accountancy in accordance with the scale prescribed by Government.

369. A Government servant called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court.

370. Rule 351 does not apply to retired Government servants in receipt of pension or to the law officers of Government. The sanction of Government is, however, required to the payment of a large and exceptional remuneration from the funds of a ward's estate to a Government servant retired from service.

371. A military officer in civil employ or a civil officer, who may be appointed President of a Committee for the examination of military officers in Hindustani, is entitled to the same fees as are admissible under the Army Regulations to military officers for the performance of similar duties.

372. A military officer in civil employ or a civil officer, who may be appointed to conduct an examination of military officers in any language, is entitled to the same fees as are admissible, under the Army Regulations, to military officers for the performance of similar duties, provided that the amount of fees does not exceed the limit of Rs. 500 in any case.

373. Government servants who are appointed examiners for conducting examinations in vernacular language for officers of the several Departments should be allowed fees per candidate on the following scale :—

Colloquial standard	.. Rs. 20
Qualifying standard	.. „ 20
Lower standard	.. „ 25
Higher standard	.. „ 30

374. Members of the staff of the Police Training School, Nasik, who are appointed to the examination committee for conducting the examination in vernacular of Inspectors and Sub-Inspectors of Police should be allowed fees at the rate of Rs. 30 per candidate examined. The fees should in the case of each candidate examined be divided in the proportion of 2/5ths to the President and 3/5ths to the Assistant Examiner concerned. If there be more than one Assistant Examiner employed in the case of any candidate, the fees should be divided equally between the President and the Assistant Examiners concerned.

375. The Director of Public Health for the Government of Bombay and the Sanitary Engineer to Government may draw an honorarium of Rs. 400 each for conducting the examination of Sanitary Inspectors.

The Director of Public Health may draw a fee of Rs. 200 for conducting the examination of Health Officers for second class towns.

376. As an exception to the rule that Wards' estates are entitled to the gratuitous advice and services of Government officers, Government may, in exceptional and casual cases, authorize the payment of honoraria or fees from the funds of such estates to their employees.

Part III—Travelling Allowances.

SECTION I—DISTRIBUTION INTO GRADES.

377. For the purpose of calculating travelling allowance, Government servants are divided into four grades as follows :—

(*a*) The first grade includes all members or probationers of All-India Services, Students of the Indian Service of Engineers, Members of the Bombay Civil Service holding listed posts of Assistant or Joint Judges and Assistant or Additional Sessions Judges, Chaplains and Acting Chaplains including those under the additional Clergy Society, and members and probationers of Class I of the following services :—

Bombay Forest Service,
Bombay Agricultural Service,
Bombay Educational Service,
Bombay Veterinary Service,
Bombay Engineering Service,
Bombay Medical Service,

and all other Government servants in receipt of an actual pay of Rs. 750 or more per month.

(*b*) The second grade includes all Government servants in receipt of actual pay of Rs. 200 or more but less than Rs. 750, who are not included in the first grade.

(*c*) The third grade includes all Government servants in superior service not included in grades I, II and IV and

(*i*) Insect Setters and Collectors ;

(*ii*) Mechanics, Mukadams, and trained coolies employed on Boring Works ;

(*iii*) Jemadars and Havaldars of the Reformatory School, Yeravda.

(*d*) The fourth grade includes all Government servants in inferior service except those included in the third grade and also

(*i*) Police Constables,

(*ii*) Jail warders except Head Warders.

Note 1.—The travelling allowance of an officiating Government servant who has no substantive appointment under Government should be regulated by his pay.

Note 2.—The classification of Specialist Officers of the Public Works Department for purposes for travelling allowance is specified in Government Resolution, Public Works Department, No. 936 dated 24th June 1922.

Note 3.—Temporary Engineers under covenant employed in the Public Works Department on or before 16th July 1922 should retain their present terms as regards daily allowances.

Note 4.—Indian Officers of the Indian State Forces who hold commands or appointments similar to those held by officers of the Indian Army holding His Majesty's Commission will be given first class accommodation when travelling by rail or sea on duty at Government expense.

(Government of India, Foreign and Political Department, No. 142/1233-Intl. dated 25th January 1923.)

(Government Resolution, Political Department, No. 1015-A dated 12th February 1923.)

Note 5.—All officers officiating in an All-India Service and in the Provincial Services Class I should be treated as officers of the first grade for the purpose of travelling allowance.

Note 6.—All Aides-de-Camp to His Excellency the Governor should rank as officers of the first grade for the purpose of calculating travelling allowance.

Note 7.—Officers of the Political Department, Government of India, serving under the Government of Bombay are treated as officers of the first grade.

Note 8.—The Advocate General, the Solicitor to Government, the Public Prosecutor for Sind and the Government Pleader, High Court, Bombay, should rank as officers of the first grade and all other Government Pleaders and Public Prosecutors and their Assistants as officers of the second grade for purposes of travelling allowance.

Note 9.—The travelling allowance of a Government servant who is promoted or reverted with retrospective effect should not be revised except when a notification implies a change of duties. In the case of all bills audited before the notification appears, the Audit Officer should be guided by the facts known *officially* at the time; but in the case of travelling allowance bills not presented or audited before the promotion is gazetted, the Audit Officer may recognize the retrospective effect of the notification.

378. Government may order that any Government servant or class of Government servants shall be included in a grade higher or lower than that prescribed in Rule 377. The orders so far issued are enumerated in Appendix XIX (page 302).

379. A Government servant in transit from one post to another ranks in the grade to which the holding of the lower of the two posts would entitle him to belong.

380. A Government servant whose whole-time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as Government may, with due regard to the Government servant's status, order.

381. (1) Unless in any case it be otherwise expressly provided, these travelling allowance rules do not apply to Patels, whether Revenue or Police, or to village watchmen.

(2) Unless in any case it be otherwise expressly provided, the rules regarding mileage and daily allowance in Parts IV to VI do not apply to—

(*i*) Head constables and constables of District (as opposed to those of the Bombay City and Aden Police Forces) Police, and

(*ii*) Sergeants, Head constables and constables of the Railway Police.

The mileage and daily allowance rules which apply to them are given in Appendix XX (pages 303 to 307). The rules in that Appendix apply also to Head Warders and Warders of the Jail Department.

(3) The rules referred to in clause (2) above do not apply to Head Guards and Guards and menials serving in the Criminal Tribes Settlement Department, including the contract establishment. The

travelling allowance rules which apply to them are embodied in Appendix XXI (pages 308 to 310).

Part IV—Different kinds of Travelling Allowances.

SECTION II—GENERAL.

382. The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government servants :—

(*a*) Permanent travelling allowance.
(*b*) Conveyance or horse allowance.
(*c*) Mileage allowance.
(*d*) Daily allowance.
(*e*) The actual cost of travelling.

The rules in this Part explain the nature of these allowances and the method of calculating them. The circumstances in which they can be drawn for particular journeys are described in Parts V to VII.

SECTION III—PERMANENT TRAVELLING ALLOWANCE.

383. A permanent monthly travelling allowance may be granted by Government to any Government servant whose duties require him to travel extensively. Allowances which have been granted are shown in Appendix XXII (pages 311 to 321). Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not.

384. A Conservator in charge of a Circle may grant to a Ranger or a Forester, who, though not in charge of a range, is required to spend a large part of the year on tour, permanent travelling allowance not exceeding the following rates :—

Rangers—Rs. 30 per mensem in the Presidency Proper.
Rs. 45 per mensem in Sind.
Foresters—Rs. 15 per mensem in the Presidency Proper.
Rs. 25 per mensem in Sind.

385. A permanent travelling allowance cannot be drawn during joining time, or, unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other kind is drawn.

Note.—The fact that a Government servant on transfer receives travelling allowance for the special journey on transfer, made on the day on which he leaves his old station or arrives at the new station, does not, however, affect his title to permanent travelling allowance for the day on which he makes over charge in the afternoon, or receives charge of his new appointment in the forenoon.

386. When a Government servant holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances, as the competent authority may consider to be necessary in order to reimburse him the travelling expenses which he has to incur.

SECTION IV—CONVEYANCE AND HORSE ALLOWANCE.

387. A conveyance allowance may be sanctioned by Government in favour of a Government servant, whose pay has not been fixed with special reference to the expenditure likely to be incurred upon touring in the performance of his duties, and whose duties involve an extraordinary amount of travelling within a limited area.

Note.—The pay of a Government servant is supposed to include the cost of upkeep of such means of conveyance as are necessary for his ordinary duties. Therefore only in a few exceptional cases should the claim for a conveyance allowance be admitted. After a conveyance allowance has been granted it is not necessary to inquire in what precise manner it is being spent so long as the Government servant moves about adequately in the discharge of his duties.

388. Government may grant, on such conditions as they think fit to impose, a monthly conveyance or horse allowance to any Government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance. Those which have been granted are shown in Appendix XXIII (pages 322-342).

389. An allowance for the maintenance of a pedal bicycle should not exceed Rs. 7-8-0 per month. This is a maximum limit, and where conditions are good the rate should be lower.

Note 1.—A Superintending Engineer may under this rule sanction a bicycle allowance of Rs. 5 per month to a storekeeper, provided a bicycle is considered necessary for the efficient performance of his executive duties and is actually used by him The grant of such allowance should in each case be reported to Government by the Superintending Engineer.

Note 2.—The Chief Engineer, Lloyd Barrage and Canals Construction, has discretion to grant cycle allowance exceeding Rs. 7-8-0 per month upto a maximum of Rs. 15.

390. Bombay Medical Service Officers and Subordinate Medical Service Officers, when travelling on epidemic or anti-malarial duty within 5 miles of their headquarters, may draw a daily conveyance allowance at the following rates :—

	Rs.
Bombay Medical Service Officers	5
Subordinate Medical Service Officers	3

The allowance should be paid to these officers only for the days on which they are certified by the Civil Surgeons to have been mainly employed on such duty.

391. When a conveyance allowance is granted on condition that a particular kind of motor vehicle is maintained, a certificate that such particular kind of motor vehicle is maintained is required for audit purposes and should accompany any pay-bill in which the allowance is claimed.

392. Except as otherwise provided in these rules and unless the authority sanctioning it otherwise direct, a conveyance or horse allowance is drawn all the year round, is not forfeited during absence from Headquarters, and may be drawn in addition to any other travelling allowance

admissible under these rules. Road mileage and daily allowance, if admissible, may be drawn in addition to conveyance allowance by a Government servant in receipt of conveyance allowance in the following circumstances only :—

(1) if he is in receipt of a conveyance allowance of Rs. 75 per mensem or more or maintains a motor car or motor cycle, he may draw road mileage and daily allowance, if admissible, when he travels by the nearest practicable route to a place situated more than 10 miles from his headquarters for so much of the journey as is performed at a distance of more than 10 miles from his headquarters ;

(2) if he is in receipt of a conveyance allowance of less than Rs. 75 per mensem and does not maintain a motor car or motor cycle, he may draw road mileage and daily allowance, if admissible, when he travels by the nearest practicable route to a place situated more than 5 miles from his headquarters for so much of the journey as is performed at a distance of more than 5 miles from headquarters.

Note.—A Government servant preferring a claim under this rule must state on the travelling allowance bill whether he maintains a conveyance or not and if he maintains a conveyance should specify the type of conveyance maintained.

Exception.—Government servants stationed in Bombay who are in receipt of conveyance allowance are not entitled to draw daily allowance or road mileage when travelling within the limits of Bombay Island and Salsette.

393. A conveyance or horse allowance may not be drawn during joining time ; provided that it may be drawn during joining time by Inspectors, Assistant Inspectors, and Sub-Inspectors of the Presidency Excise Department, Inspectors and Assistant Inspectors of the combined Salt and Excise Department in Sind, and Police Inspectors, Sub-Inspectors, and Sergeants, on condition that no extra expense is thereby caused to the State.

The drawing of it during leave is governed by Rules 339, 346, 347.

394. Government may grant to any Government servant summoned temporarily on duty to Bombay such conveyance allowance not ordinarily exceeding Rs. 3 a day as they think fit, but such conveyance allowance will not ordinarily be granted if the Government servant is entitled to daily allowance while in Bombay.

SECTION V—MILEAGE ALLOWANCE.

Sub-Section (i)—General.

395. A mileage allowance is an allowance calculated on the distance travelled and given to meet the cost of a particular journey.

396. (*a*) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may

be equally short; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(*b*) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt a competent authority may decide which shall be regarded as the shortest of two or more routes.

(*c*) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

Note 1.—In cases falling under this rule an audit officer may assume that the route charged for in the travelling allowance bills was that actually used by the Government servant concerned.

Note 2.—Government servants may use the route *via* Issan Chandia for journeys between Jhudo and Diplo and draw travelling allowance by that route.

Note 3.—Government servants may use the railway route *via* Hyderabad (Sind) for journeys between Sinjhoro and Shahdadpur and draw travelling allowance by that route, as the road journey between the two places is not always practicable nor ordinarily suitable.

Note 4.—When a journey between two stations can be performed by two routes, only one of which is authorised, travelling allowance by the other route may be allowed provided it is the cheaper.

Note 5.—Government servants travelling *via* Bombay may proceed to and leave from the Victoria Terminus, Colaba, or other local stations, but in cases, where the concession described below is admissible, travelling allowance will be allowed as if the journey had been performed *via* Dadar :—

> " Passengers booked through from the B. B. & C. I. Railway and its connected Railways to stations on the G. I. P. Railway and its connected lines *via* Dadar and *vice versa*, have the option of travelling to Bombay, and changing from one line to the other without extra charge, except that passengers booked through, from stations Virar to Mahim inclusive on the B. B. & C. I. Railway, to stations Matunga to Kalyan inclusive on the G. I. P. Railway and *vice versa*, must change at Dadar." The duty of scrutinizing the bills with special reference to this sub-rule is laid on the controlling officers.

Note 6.—During the period 15th May to 8th October Government servants may use the land route for journeys between Bombay and Karachi and to and from places in the Kanara, Ratnagiri, Kolaba and Thana districts although the sea journey may be shorter or cheaper.

Note 7.—Bills for journeys made by Members of the Legislative Council by rail to and from Sind for the purpose of meetings of the Council even during the fair season should be passed in audit.

Note 8.—Government servants proceeding on duty from Karachi to Larkana may be permitted to travel by the route *via* Rohri and Sukkur, provided they do not halt at Sukkur longer than is necessary for them to catch the first train from Sukkur to Larkana and that they reach Larkana sooner than they would have done, had they travelled by the more direct but slower route.

Note 9.—The Superintending Engineer, Central Division, and any members of his establishment are authorised to travel to and from any part of the East or West Khandesh and Nasik Districts *via* Kalyan, provided that the journeys so undertaken are in the interests of public service and time is thereby saved.

Note 10.—The direct route between Poona and Mahableshwar should be considered as the " shortest route " when a motor car is actually used; otherwise the shortest route should be held to be that *via* Wathar.

Note 11.—Government servants may use the land route for journeys between Chiplun or Rajapur and Ratnagiri and draw travelling allowance by that route.

Note 12.—The following routes are recognised for the purpose of calculation of travelling allowance admissible to Government servants for journeys on tour between stations in the below-ghat talukas of the Kanara District and stations in Satara, Sholapur, Belgaum, Dharwar and Bijapur Districts :—

(*i*) During the fair season (9th October to 14th May).	Karwar-Marmagoa by steamer and thence by rail.
(*ii*) During the monsoon (15th May to 8th October).	Karwar to Hubli or Dharwar *via* Yellapur.

Note 13.—(*a*) Government servants may, for journeys on transfer between stations in the below-ghat talukas of Kanara District on the one hand and Poona, Ahmednagar, East Khandesh, West Khandesh, Satara, Nasik or Belgaum Districts on the other, use during the fair season (9th October to 14th May) the land route—*via* Yellapur to Hubli or Dharwar—for themselves and their families, their kit, conveyance and servants, if any, being conveyed by the sea routes *via* Bombay or Marmagoa whichever is cheaper :

Provided that, when the land route is used during the fair season, only the actual cost of hiring a conveyance between Karwar and Hubli or Dharwar will be admissible in lieu of mileage by road subject to the maxima laid down in Rule 490.

(*b*) For journeys on transfer between below-ghat stations in the Kanara District and the Districts mentioned in clause (*a*) during the monsoon and for journeys on transfer at all times of the year between such stations in Kanara District and Dharwar, Bijapur or Sholapur the land route *via* Yellapur may be deemed to be the shortest and cheapest.

Note 14.—In the case of transfers between the Presidency and Sind through Bombay the land route *via* Marwar Junction is deemed to be the shortest and cheapest for the transport of tents or personal effects and the sea route for the conveyance of horses, carriages, motor cars and motor cycles.

397. A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route and provided that the mileage allowance calculated on such route does not exceed that calculated on the shortest route by more than 50 per cent.

Note.—In granting this concession the competent authority should consider whether any public interest such as the saving of public time, inspection work *en route*, etc., was served by the journey being performed by a route other than the cheapest which would not have been served had the Government servant travelled by the ordinary route.

(*a*) The following rule shall apply to officers in the Public Works Department only :—

When it is possible to travel between two places either by rail or by road the mileage allowance should be calculated as if the journey has been made by rail :

Provided that if the journey was actually made by road and the controlling officer is satisfied that it was in the public interest that the journey should be made by road, he shall allow the calculation to be made at the rates for journeys by road and give a certificate to this effect on the travelling allowance bill.

(*b*) The following rule shall apply to officers in the Police Department only :—

When it is possible to travel between two places either by rail or by steamer or by road, the mileage allowance should be calculated as if the journey has been made by rail or by steamer; provided that, if the journey was actually made by road for the

purpose of investigating a crime or of suppressing actual or imminent disorder and the Controlling Officer is satisfied that the journey by road was necessary in the public interest, he shall allow mileage allowance to be calculated at the rates for journeys by road and give a certificate to this effect on the travelling allowance bill.

(*c*) The Heads of Departments named below, when travelling on duty by a route other than the shortest or cheapest, may, for special reasons which should be recorded, draw travelling allowance calculated on the route actually taken, provided that the allowance calculated on such route does not exceed that calculated on the shortest or cheapest route by more than 50 per cent. :—

1. The Chief Conservator of Forests,
2. The Commissioner of Settlements,
3. The Director of Agriculture,
4. The Registrar of Co-operative Societies,
5. The Inspector General of Registration,
6. The Superintendent, Civil Veterinary Department,
7. The Inspector General of Police,
8. The Inspector General of Prisons,
9. The Surgeon General with the Government of Bombay,
10. The Director of Public Instruction,
11. The Director of Public Health,
12. The Consulting Surveyor to Government.

398. (*a*) A journey on transfer begins and ends at the actual residence of the Government servant concerned. The point in any station at which a journey (other than a journey on transfer) is held to commence or end is the chief public office as determined by clause (*b*) of this rule or such other point as may be fixed under that clause.

(*b*) The following rules should be observed in determining this point :—

(*i*) If the Post Office (or if there are more than one, the principal Post Office) is permanently located in a Government building specially assigned for the purpose, and not situated in a very outlying part of the station, it shall be considered the starting and terminal point ;

(*ii*) If the Post Office is either located in a hired building, or is situated in a very outlying part of the station, the Chief Revenue Officer's Kacheri shall be the point fixed ; or

(*iii*) If there is no such Kacheri, the point fixed shall be that from which measurement is taken for the erection of mile stones on the roads leading out of the station ;

(*iv*) In other cases the controlling officers should fix the point in the manner least expensive to Government.

Note 1.—In Aden the following points are fixed, from which mileage allowance is to be calculated :—

(1) At the Crater, the Court of the Resident.
(2) At Tawahi, the Post Office.
(3) At Shaikh Othman, the Clock Tower.

The distances between these places as certified by the Executive Engineer and the Officer in charge Shaikh Othman are :—

	M.	fur.	yds.
From the Crater to Shaikh Othman	8	5	147
From Tawahi to Shaikh Othman	10	0	96
From the Crater to Tawahi	5	0	5

Government servants residing at Steamer Point, Tawahi and Maala will be treated as residing at Tawahi. Government servants residing at the Crater and Isthmus will be treated as residing at the Crater, for the purpose of calculating mileage.

Note 2.—Surat Castle is the starting and terminal point for calculating travelling allowances in Surat.

Note 3.—In villages the chavdi is the starting and terminal point.

Note 4.—In the case of Prison Officials at Karwar, Bijapur and Karachi, who are provided with free quarters at the Prison and are required to live there, the Prison should be held to be the starting and terminal point.

Note 5.—Hyderabad Central Prison, the quarters of the Sind Convict Gang, Hyderabad, and the Yeravda Central Prison should be held to be the starting and terminal points for the purpose of calculating travelling allowance in the case of the Prison Officials who have been provided with free quarters at the prisons and are required to live there.

Note 6.—St. Andrew's Church should be held to be the starting point for the purpose of calculating the travelling allowances admissible to the chaplain employed at the St. Andrew's Church for journeys in Bombay City.

Note 7.—In the case of Government servants of the Agricultural Department, who are required to live on an experimental farm, the farm should be held to be the starting and terminal point.

399. Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be, made by railway, by sea or river steamer, or by road.

Sub-Section (ii)—Mileage allowances for journeys by rail.

400. For the purpose of calculating mileage allowance, Government servants when travelling by railway are considered to be entitled to accommodation according to the following scale :—

(*a*) *A Government servant of the first grade.*—Accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels.

(*b*) *A Government servant of the second grade.*—Second, or, if the line by which he travels provides no second class accommodation on any train, highest class.

(*c*) *A Government servant of the third grade—*

(*i*) If travelling on any railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which he is travelling—

(1) where there are two classes only, lower class, and

(2) where there are three classes, second class if his pay is not less than Rs. 100, and third class if it is less than Rs. 100.

(*ii*) If travelling on any railway which provides intermediate class accommodation on trains, which stop at the stations to and from which he is travelling, intermediate class.

(*d*) *A Government servant of the fourth grade.*—The lowest class whether it be called lower, third, or fourth.

401. In suitable cases, with the sanction of Government, Government servants may be provided with season tickets for the purpose of travelling on duty by rail.

Note 1.—Members of the Abkari Establishment employed in preventing the smuggling of liquor by railway in the City of Bombay are provided with season tickets.

Note 2.—Peons under the Process Servers of the Collector of Bombay employed for the service of process for recovery of arrears of land revenue from defaulters are provided with railway season tickets.

Note 3.—A jail warder of the Thana District Prison going to Bombay for work in connection with the Prison is provided with a railway season ticket between Bombay and Thana.

Note 4.—A railway season ticket for the journey between Sabarmati and Ahmedabad is provided for the Sabarmati Jail Warder who visits Ahmedabad daily on duty.

Note 5.—Three peons on the establishment of the Collector, Bombay Suburban District, are provided with season tickets between Bandra and Churchgate Stations.

402. Government may, for special reasons, declare any particular Government servants or class of Government servants to be entitled to accommodation of a higher class than that prescribed for his grade in clause (*b*), (*c*) or (*d*) of Rule 400.

403. The mileage allowance admissible to a Government servant of the first, second, or third grade for journeys on transfer is double the fare of the class in which he is entitled to accommodation and for other journeys one and three-fourth fares. The mileage allowance admissible to a Government servant of the fourth grade on tour is one fare and on transfer two fares of the lowest class. Whether or not a return or concession ticket was purchased is immaterial.

404. If a Government servant of the second or third grade actually travels by a train which does not provide the class of accommodation to which he is entitled under Rule 400, he may be allowed to draw the mileage allowance of the next higher class, provided that the controlling officer attaches to his travelling allowance bill a certificate that it was necessary in the public interest that he should travel by that train. This concession does not apply to a Government servant of the third grade, whose pay is less than Rs. 100 and who travels on a line which provides intermediate class accommodation on one or more of its trains but not on the particular train on which he travels, if there be third class accommodation on that train. Such a Government servant is restricted to mileage allowance calculated for intermediate class accommodation.

405. When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the Government servant concerned is entitled, the Government servant may draw mileage allowance based on the higher rates for that part of the journey.

Sub-Section (iii).—Mileage allowances for journeys within the limits of Indian waters by sea or by river steamer.

406. For the purpose of calculating mileage allowance, Government servants are considered to be entitled to accommodation according to the following scale :—

(*a*) A Government servant of the first grade—highest class.

(*b*) A Government servant of the second grade—If there be two classes only on the steamer, the higher class. If there be more than two classes—middle or second class.

(*c*) A Government servant of the third grade—If there be two classes only on the steamer, the lower class.

If there be three classes—middle or second class. If there be four classes—third class :

Provided that a competent authority may direct that any Government servant whose pay does not exceed Rs. 30 is entitled, for journeys generally or for particular journeys, to accommodation in the lowest class only.

(*d*) A Government servant of the fourth grade—lowest class.

Note.—The term "Indian waters" is intended to cover journeys to and from Indian ports and beyond sea stations administered by the Government of India, *viz.*, Aden, Kamaran Islands, the Andamans and Burma.

407. Steam launches plying up and down the creeks in the Ratnagiri District should be considered as river steamers for the purposes of the rules in this sub-section and Rule 438.

408. Third class tickets at double rates should be requisitioned for prisoners and their escorts when travelling by the Bombay Steam Navigation Company's and the Indian Co-operative Navigation and Trading Company's steamers. In return for this isolated second class accommodation will be provided by the Companies. In the case of the Bombay City Police an allowance at the rate of one lower class fare may be drawn by each member of an escort who is not of a rank lower than that of a Head Constable.

409. The mileage allowance admissible to a Government servant of the first, second, or third grade is, in the case of journeys between Bombay and Aden, Bombay and Karachi, Karachi and Aden, Bombay and Persian Gulf, and Karachi and Persian Gulf, one and three-tenth fares, and in the case of other journeys double the single fare of the class in which he is entitled to accommodation. The mileage allowance admissible to a Government servant of the fourth grade is the fare of the lowest class. (But see Rule 430.) Whether or not a return or concession ticket was purchased is immaterial.

For the purposes of this rule, "fare" means the lowest rate for the class of accommodation to which a Government servant is entitled.

In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" in this rule should be held to mean fare exclusive of diet.

410. (*a*) In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of Rule 406 if strictly construed involve hardship, a competent authority may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled. If a concession is granted, it must provide for travelling by the next higher class only, and the competent authority will decide whether the full allowance admissible for the journey by the higher class is to be granted.

(*b*) Officers of the second grade when travelling by steamers of the Bombay Steam Navigation Company or the Indian Co-operative Navigation and Trading Company are entitled to cabin accommodation.

(*c*) Government servants of the third grade travelling anywhere between Bombay and Mangalore by steamers of the Bombay Steam Navigation Company should, for so long as the Company provides only two classes, *viz.*, upper and lower, be allowed to travel by the upper class and draw allowances at the rate of one upper and one lower class, provided they actually travel by the upper class.

411. The rules in this sub-section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case the crossing is treated as a part of the railway journey.

412. If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under Rule 581 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

Sub-Section (iv)—Mileage allowance for journeys by road.

413. For the purpose of these rules, travelling by road includes travelling by sea or river in a steam-launch, or in any vessel other than a steamer, and travelling by canal.

414. For journeys by road mileage allowance is calculated at the following rates for each mile travelled except in any case for which different rates are specially provided :—

I. Government servants using their own conveyance—

A Government servant of the 1st grade—

Motor car	.. 8 annas per mile.
Motor cycle and side car ..	.. 3 annas per mile.
Motor cycle, solo ..	.. 2 annas per mile.
Any other means of conveyance	.. 2 annas per mile.

A Government servant of the 2nd grade—

Motor car, motor cycle and side car	.. 3 annas per mile.
Motor cycle, solo ..	.. 2 annas per mile.
Any other means of conveyance	.. 2 annas per mile.

A Government servant of the 3rd grade—

Motor car, motor cycle and side car	.. 3 annas per mile.
Motor cycle, solo ..	.. 2 annas per mile.
Any other means of conveyance	.. 2 annas per mile.

Note.—A second or third grade officer uses a motor car at his own option and can only claim 3 annas per mile.

A Government servant of the 4th grade—1 anna and 6 pies per mile.

II. Government servants hiring a conveyance—

A Government servant of the 1st grade.	The actual cost of hiring the conveyance in whole or in part subject to a limit of annas 8 per mile.
A Government servant of the 2nd grade.	The actual cost of hiring the conveyance in whole or in part subject to a limit of annas 4 per mile.
A Government servant of the 3rd grade.	The actual cost of hiring not more than two seats in a conveyance subject to a limit of annas 2 per mile.
A Government servant of the 4th grade.	The actual cost of hiring one seat in a conveyance subject to a limit of annas 1½ per mile.

Note 1.—Vouchers should be attached to every travelling allowance bill presented for payment. If vouchers cannot be obtained, the Controlling Officer should certify that to the best of his knowledge the claim is correct. But, when the whole conveyance is hired, a voucher should ordinarily be required.

Note 2.—The nature of the conveyance used should be certified on the travelling allowance bill presented for payment.

Note 3.—All Controlling Officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which officers subject to their control ordinarily travel.

Note 4.—Short journeys within a radius of five miles from headquarters may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance for road journeys.

Note 5.—Third grade officers in Kanara should be allowed mileage at the rates sanctioned by the Commissioner Southern Division's notification issued in the Gazette from time to time in lieu of the rate sanctioned in this rule up to a maximum of 4 annas on tour and 5 annas on transfer, provided that their claims are supported by a certificate that a whole cart was actually used and paid for at these rates, and provided that in the case of journeys on tour when two or more members of the establishment concerned travel together they cannot take the benefit of this concession.

Note 6.—The President and the Members of the Legislative Council and the Heads of Departments should not be required to attach vouchers to their travelling allowance bills but should certify that the amounts claimed were actually paid by them.

Note 7.—If a Government servant travels in a conveyance borrowed from another Government servant or a private individual such a conveyance will ordinarily be considered as the Government servant's "own conveyance." Two or more Government servants travelling on duty in the same conveyance may not all draw full mileage for the journey, but only one of them may draw full mileage and daily allowance, while the rest may draw only daily allowance subject to the conditions laid down in Rule 448. A note showing the circumstances of such a journey should be made on the travelling allowance bill presented for payment.

Note 8.—A riding camel is deemed to be a conveyance for the purpose of this rule. A Government servant in Sind, who hires a riding camel on monthly hire, may be allowed to draw the whole cost of the hire, irrespective of the number of days travelled or the distance covered, in addition to daily allowance, if admissible, provided that he furnishes a certificate to the effect that the riding camel was hired for the whole month and provided further that the controlling officer gives a certificate on the travelling allowance bill that the camel was necessary for the proper performance of the Government servant's duties. A similar concession may be allowed in cases where two or more Government servants hire a conveyance, *e.g.*, a horse tonga, jointly, provided—

(*a*) that the travelling allowance admissible shall not exceed the total amount which would be payable were each of them to hire a riding camel by the month;

(*b*) that a certificate is furnished that a conveyance is actually hired by the month; and

(*c*) that the controlling officer certifies that it is necessary for the efficient performance of their duties that a conveyance should be hired by the month.

415. The ordinary rate per mile for cart-hire in the districts in which the journeys are performed (instead of the mileage rate laid down in Rule 414) should be fixed as the maximum limit up to which Constables and Head Constables of Police of all grades may be allowed to charge the actual cost of conveying their baggage and their families if they have any.

416. In the case of transfer mileage should be allowed for the distance between the Government servant's actual residence and the nearest railway station.

417. In calculating mileage allowance for journeys by road fractions of a mile should be omitted from the total of a bill for any one journey but not from the various items which make up the bill. Each complete journey is to be considered separately, and a journey on tour ends whenever the Government servant returns to headquarters or to a place in which his headquarters are situated, whether he halts there or not.

SECTION VI—DAILY ALLOWANCE.

418. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

419. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant, whose duties require that he should travel, and may not be drawn except while on tour.

420. Daily allowances are drawn on the following scale:—

	Rs.	a.	p.
(*a*) A Government servant of the *first* grade ..	7	8	0
(*b*) A Government servant of the *second* grade on pay—			
(*i*) Up to Rs. 250 ..	2	8	0
(*ii*) Above Rs. 250 up to Rs. 300 ..	3	0	0
(*iii*) Above Rs. 300 up to Rs. 350 ..	3	8	0
(*iv*) Above Rs. 350 up to Rs. 400 ..	4	0	0
(*v*) Above Rs. 400 up to Rs. 450 ..	4	8	0
(*vi*) Above Rs. 450 up to Rs. 749 ..	5	0	0

(c) A Government servant of the *third* grade on pay—

	Rs.	a.	p.
(*i*) Up to Rs. 50 ..	0	8	0
(*ii*) Above Rs. 50 up to Rs. 75 ..	0	12	0
(*iii*) Above Rs. 75 up to Rs. 100 ..	1	0	0
(*iv*) Above Rs. 100 up to Rs. 125 ..	1	4	0
(*v*) Above Rs. 125 up to Rs. 150 ..	1	8	0
(*vi*) Above Rs. 150 up to Rs. 175 ..	1	12	0
(*vii*) Above Rs. 175 up to Rs. 199 ..	2	0	0
A Government servant of the *fourth* grade ..	0	3	0

421. Government may sanction on such conditions as they may think fit to impose, for any Government servant or class of Government servants, a daily allowance at a rate other than that prescribed in Rule 420. Appendix XXIV (pages 343 to 345) shows the sanctions accorded under this rule.

422. Government servants of all grades travelling on duty outside the Bombay Presidency are entitled to rates of daily allowance 25 per cent. higher than the rates fixed for officers of corresponding grades by the Governments within whose jurisdiction they are travelling or the rates of daily allowance ordinarily admissible to them in this Presidency under Rule 420 or 421, whichever may be greater.

Note 1.—Daily allowance admissible to a Government servant under the above rule should in no case exceed double the rate prescribed in Rule 420 for Government servants of his grade and pay. Subject to this maximum limit the 25 per cent. increase admissible under this rule may be allowed on the special rates of daily allowance fixed for a Government servant of the corresponding grade by the Government within whose jurisdiction he may be travelling, whether those special rates are rates fixed for specified officers on account of their status, or rates fixed in view of the exceptional expensiveness of the station or area. This rule does not apply to officers required to travel in Baluchistan whose daily allowance will be governed by Rule 3 of Appendix XXV (pages 346 to 350).

Note 2.—In cases in which officers in receipt of permanent travelling allowance exchange it under Rule 443 for mileage allowances, and daily allowance, if admissible, they should be granted daily allowance at the special rates mentioned in this rule in lieu of permanent travelling allowance for any day of their halt outside the Presidency for which no mileage allowance is drawn.

SECTION VII.—ACTUAL EXPENSES.

423. Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

424. The Military Secretary and Aides-de-Camp to His Excellency the Governor receive their actual travelling expenses while on tour with His Excellency.

Note.—Each of these officers is permitted to take two servants and luggage not exceeding 10 maunds while on tour.

Part V—Travelling allowance admissible for different classes of journey.

SECTION VIII—GENERAL.

425. Travelling allowance of any kind is inadmissible unless it is provided for in these rules.

426. The travelling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in sections IX to XXI.

427. Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances, tents, and camp equipage.

428. (*a*) Government may by general or special order direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

(*b*) Appendix XXV (pages 346 to 350) shows the orders issued under this rule. Members of ministerial establishments of officers touring in an area for which special rates of travelling allowance have been sanctioned are, if not specifically provided for in this appendix, eligible for the period of their tour in that area for travelling allowance at the special rates prescribed in this appendix for corresponding members of the establishment of officers of corresponding rank.

Note 1.—The Consulting Surveyor to Government has, for the purposes of this rule, been declared to be of the rank of Deputy Inspector General of Police for Sind.

Note 2.—Clerks accompanying the Director of Public Health and the Director of Public Instruction on tour in Sind are eligible for a daily allowance at the rates admissible to members of the office establishments of Superintending Engineers in Sind.

429. When a Government servant of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance $\frac{\text{and}}{\text{or}}$ mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily $\frac{\text{and}}{\text{or}}$ mileage allowance. The bill for the actual cost must be supported by a certificate signed by the superior authority and countersigned by the controlling officer. The certificate should run in the following form :—

"A.B. was directed by me to use special means of conveyance, namely , for the journey from to

on the "; and the use of such special means of conveyance was absolutely necessary for the following reasons, namely ."

Note 1.—A riding camel should be considered as a special means of conveyance for head constables and constables and peons of the Excise Department in Sind.

Note 2.—When a Government servant travels by a special means of conveyance without orders from a superior authority and claims travelling allowance under this rule, the claim should be admitted only with the special sanction of Government.

Note 3.—The words "actual cost of travelling" in this rule include the cost of moving baggage which a Government servant cannot take with him when travelling by the special means of conveyance, such as a pony, and for which he is thus compelled to hire other means of conveyance.

Note 4.—The Audit Officer should report for the orders of Government any case in which the concession allowed by this rule appears to have been improperly granted.

430. A Government servant of the fourth grade, when travelling by sea or river steamer, may draw, in addition to mileage allowance, daily allowance at double the rate ordinarily admissible to him; provided that, whatever be the nature of other journeys which may be combined with the steamer journey, no further daily allowance may be drawn for any day for which this double allowance is drawn.

431. A Government servant travelling on duty out of India may be reimbursed the actual expenses incurred by him in securing a passport. When transferred out of India he may, in addition, recover the actual expenses incurred by him on passports for members of his family accompanying him, and, if he is an officer of the first grade and takes with him two or more servants, he may further recover the cost of a passport in respect of one of them.

432. A Government servant, who enters or leaves the territory of Goa while travelling on duty and pays the personal tax levied by the Government of that territory on such occasions, may draw, in addition to the travelling allowance (including permanent travelling allowance) to which he is entitled in respect of the journey, the amount of tax so paid by him.

SECTION IX—JOURNEY ON TOUR.

Sub-Section (i)—General Rules.

433. The headquarters of a Government servant are either the station which has been or may be declared to be his headquarters by the authority which appoints him or by a competent authority, or in the absence of such declaration the station where the records of his office are kept.

Note.—For a list of places declared to be headquarters by Government, *see* Appendix (XXVI pages 351 to 354).

434. Government may define the limits of the sphere of duty of any public servant. Existing orders are contained in Appendix XXVII (pages 355 to 356).

435. A Government servant is on tour when absent on duty from his headquarters either within, or with proper sanction beyond, his sphere of duty. For the purposes of this section a journey to a hill station is not treated as a journey on tour.

Note.—A District, Assistant, or Deputy Superintendent of Police is not held to be on tour when he visits a police station on regular inspection duty unless he is absent from his headquarters for two or more consecutive nights.

436. In case of doubt a competent authority may decide whether a particular absence is absence on duty for the purpose of Rule 435.

Note.—(*a*) A Government servant undertaking a journey to attend a Chapter of the Star of India or of the Indian Empire, to which he has been summoned, travels on duty within the meaning of this rule.

(*b*) A Military Medical Officer in Civil employ when giving gratuitous medical attendance to the family of a Military Officer in Military employ as part of his duty travels on duty within the meaning of this rule.

(*c*) A Chaplain proceeding to a distance from headquarters to solemnise a marriage, or a medical officer leaving his station, except as provided in Rule 544, to attend upon a family of a public officer, which he is not bound to attend free of charge as a part of his regular duties, is not travelling on duty within the meaning of this rule.

437. Government will impose such restriction as they may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.

438. If Government declare that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys though he may draw mileage allowance, or if he be in inferior service, travelling allowance under Rule 458, for journeys by rail or steamer. When travelling on duty with proper sanction beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty. The pay of the Government servants enumerated in Appendix XXVIII (pages 357 to 360) has been declared to be fixed in this manner.

439. The travelling allowance drawn by a Government servant on tour ordinarily takes the shape of either permanent travelling allowance or daily allowance $\frac{\text{or}}{\text{and}}$ mileage allowance, if admissible. Permanent travelling allowance may, however, in certain circumstances be exchanged for mileage and daily allowance, if admissible, or for the whole or part of the actual cost of travelling. In certain other circumstances actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowance is admissible.

Note 1.—Registration officers travelling for registration purposes to private residences should not charge Government travelling allowance. Such expenses must be met by the parties concerned.

Note 2.—Charges on account of travelling allowance to a Medical Officer for a journey performed for the purpose of giving a medical certificate should be borne by the Government servant in whose interest the journey is performed. In exceptional cases, where a Government servant is unfit to perform the journey himself and can establish to the satisfaction of Government that there was no alternative to his summoning a medical officer from another station, he can apply to Government for a refund of the amount paid by him to the medical officer.

440. (*a*) The scale of Government tents to be supplied to any Government servant or class of Government servants for office or personal use is prescribed in Appendix XXIX (pages 361 to 368). Government servants entitled to tentage allowances and the rates at which these allowances are admissible to them are enumerated in Appendix XXX (pages 369 to 371).

(*b*) When such tents are used by a Government servant on tour for office purposes only, they may be carried at Government expense.

When used partly for office and partly for private purposes, a Government servant must, except as provided in Rule 462, pay half the cost of carriage. When used wholly for private purposes, the Government servant must, except as provided in Rule 462, pay the entire cost of carriage.

441. Tentage and permanent travelling allowance should not be continued to a Government servant on special duty, if the duty is not such as to require him to incur the expense, which the allowances are intended to cover.

Exceptions.—(1) The officer deputed to compile the Administration Report of the Bombay Presidency, an Assistant or Deputy Collector in Sind employed exclusively in the preparation of settlement reports, and an Assistant or Deputy Collector appointed as a Personal Assistant to the Collector under the Famine Relief Code, should be permitted to draw the same permanent travelling and tentage allowance as would be admissible to them but for such special duty.

(2) Circle Inspectors deputed to attend the Survey Class in Poona are entitled to retain their permanent travelling allowance during their deputation.

Sub-Section (ii)—Government servants in receipt of permanent travelling allowance.

442. A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other travelling allowance in place of or in addition to permanent travelling allowance for such journeys : provided that—

(1) A Government servant of the fourth grade, munshis and clerks attached to canal divisions of the Public Works Department, and any other class of Government servants to which Government may extend this concession may draw, in addition to permanent travelling allowance, single fare for a journey by rail ;

(2) Government may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorised journey by public conveyance exceed double the amount of his permanent travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the mileage allowance calculated for the journey ; and

(3) If a journey or a part of a journey, to which the concession specified in proviso (2) would have applied had it been made by a public conveyance, is actually made by a private motor car, the Government servant concerned may draw, for the period that would have been occupied if the journey had been made by public conveyance, the same amount as he would have drawn had he actually made the journey by such conveyance.

Note 1.—For the purposes of provisos (2) and (3) above the amount of permanent travelling allowance to be deducted for broken periods of a month should be calculated at 1/30th of the allowance, irrespective of the number of days making up the month.

Note 2.—The concession referred to in proviso (2) is granted to the Government servants mentioned in Appendix XXXI (page 372).

443. When a Government servant in receipt of permanent travelling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may in exchange for this allowance draw mileage and daily allowance, if admissible, for the entire journey including such part of it as is within his sphere of duty, and may draw in addition permanent travelling allowance for any day of his absence for which he has not drawn mileage allowance. This rule does not apply to a Government servant who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place nor to a Government servant who makes, by road alone, a journey not exceeding 20 miles.

Note.—Note 1 under Rule 442 applies here also.

Sub-Section (iii)—Government servants not in receipt of permanent travelling allowance.

Sub-division 1—Daily Allowance.

444. Except where otherwise expressly provided in these rules, a Government servant not in receipt of permanent travelling allowance draws travelling allowance for journeys on tour in the shape of daily allowance.

445. Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

446. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of five miles from his headquarters or return to his headquarters from a similar point.

Exception 1.—Honorary Organizers of Co-operative Societies should be allowed to draw travelling allowance whenever they visit Societies outside their own villages or towns whether such Societies are located within or beyond the five miles limits.

Exception 2.—General-Duty* Karkuns, District Surveyors and their peons, Talatis deputed on duty outside their jurisdictions, Taluka Head Munshis in the Province of Sind when deputed to carry out field inspections or other similar work ordinarily carried out by Mukhtyarkars, graduates and Munshis deputed to the Tapedars' Training School at Hyderabad to undergo the survey course and surveyors deputed to instruct the class, such Excise (Abkari) Inspectors and Sub-Inspectors as do not receive a horse allowance, Nazirs of Subordinate Civil Courts stationed in towns provided with first class Subordinate Judges' Courts, and Veterinary Assistant Surgeons are exempted from the operation of this rule.

* (The term "general-duty Karkun" applies to any member on the establishment of a Mamlatdar or Mahalkari occasionally deputed to any part of a taluka for any special enquiry or purpose when the duty for any reason cannot be performed by a Circle Inspector.)

Note.—This rule does not apply to a journey which is continued without interruption to a point more than five miles distant from headquarters, even though at the expiration of the day (mid-night) on which the journey was commenced, the Government servant had not reached such a point.

Exception 3.—The inspecting staff of the office of the Collector of Kaira and the menial staff of the office of the Assistant or Deputy Collector, N. D., Kaira, may draw daily allowance when camping at Matar for the purpose of taluka inspection or audit.

Exception 4.—Medical Officers who do not receive a conveyance allowance in respect of the particular duties performed by them are exempted from the operation of this rule subject to the condition that actual certified expenses are allowed up to the amount of the daily allowance.

Exception 5.—The Veterinary Inspector, Upper Sind Circle, may draw actual conveyance expenses, within the limit of his daily allowance, for journeys within a radius of five miles from his headquarters for the purpose of attending to out-breaks of Glanders.

Exception 6.—The Surgeon General may sanction halting allowance to attendants from the Mental Hospital, Yeravda, while in attendance upon patients at the Sassoon Hospitals, Poona, provided they do not return to the Mental Hospital on the same calendar day on which they leave it.

Exception 7.—Government servants detailed for work in connection with elections to the Bombay Legislative Council are exempted from the operation of this rule.

447. Subject to the conditions laid down in Rules 449 and 450, daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.

Note 1.—An officer who takes Casual Leave when on tour is not entitled to draw daily allowance during such leave.

Note 2.—In accordance with the definition of the term " day " an absence from headquarters which does not exceed 24 hours, though it may begin and end in different calendar days, is reckoned as one day for the purposes of travelling allowance. For such an absence a Government servant is restricted to one day's daily allowance which may be exchanged for mileage allowance by road, railway, or steamer. When a Government servant leaves his headquarters on one day and returns the next day and claims daily allowance for more than one day, the hours of departure from, and of return to, headquarters must be given.

A Government servant who during the course of his tour returns temporarily to headquarters on Sunday or a public holiday to attend to his private business, is not entitled to draw daily allowance for the day or days spent at headquarters, as daily allowance is not admissible for any day, whether Sunday or a holiday, unless the Government servant is actually and not merely constructively in camp.

448. Daily allowance may be drawn in addition to mileage in respect of journeys by road if a Government servant

(*i*) does not return to headquarters on the same day as he leaves them ; and

(*ii*) travels more than 20 miles ;

provided that, except as provided in Rule 458, daily allowance shall not be drawn in respect of journeys for which mileage by road is drawn in addition to mileage by rail or steamer.

Exception.—The Dredging Master, the Deputy and Assistant Dredging Masters, and the Engineers on the dredgers in the Dredging Section of the Reclamation Branch, going on duty to Shewa by motor launch may draw on the occasion of these journeys actual out of pocket expenses as certified by the Chief Engineer, Reclamation Branch, to be reasonable up to a limit of the daily allowance which would be admissible to them if they spent the night away.

449. (1) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place ; provided that a competent authority may grant general or individual exemptions from the operation of this rule, on such conditions as it thinks fit, if it is satisfied—

(*a*) that prolonged halts are necessary in the interests of the public service ; and

(*b*) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is maintained, continue, after the first ten days, to entail extra expense upon the halting Government servant.

(2) Exemptions granted by Government are enumerated in Appendix XXXII (pages 373 to 376).

Note.—The exempting authority may reduce the full daily allowance admissible under the rule by such an amount, and may grant the allowance for such number of days, as it thinks fit.

450. For the purposes of Rules 446, 447, 448 and 449—

(*a*) After a continuous halt of ten days' duration the halting place shall be regarded as the Government servant's temporary headquarters.

(*b*) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding five miles for a period including not less than three nights.

(*c*) In calculating the duration of a halt, any day on which the Government servant travels or halts at a distance from the halting place exceeding five miles shall be excluded.

Note.—For the purposes of clause (*b*) of this rule a halt is considered to be terminated when a Government servant returns to his headquarters even though the return be for less than three nights.

Sub-division 2—Mileage allowance and actual expenses in place of or in addition to daily allowance.

451. (*a*) Subject to any conditions which Government may by general or special order impose, a Government servant in superior service may exchange his daily allowance for mileage allowance on any day on which he travels by railway or steamer or both ; provided that, if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them.

(*b*) When a journey by road is combined with a journey by railway or steamer under clause (*a*) of this rule—

(*i*) Mileage allowance may be drawn on account of such journey by road, but such mileage is limited to the amount of daily allowance unless the road journey exceeds 20 miles.

Note.—No mileage allowance for a journey to and from the Railway station or steamer port is admissible in addition to mileage for the journey by rail or steamer unless the sum of all road journeys performed in connection with the journey by rail or steamer during the same day exceeds five miles.

(*ii*) unless such journey by road be a journey to or from the Government servant's headquarters, mileage allowance shall be calculated on the distance actually travelled, without regard to the points fixed by or under Rule 398.

452. A Veterinary Assistant Surgeon may be allowed actual expenses limited to mileage for journeys up to 20 miles, subject to the production of a certificate from the Superintendent, Civil Veterinary Department, that he was required to travel by the means of conveyance in respect of which the expenses were incurred.

453. Chitnises to Collectors, District Inspectors of Land Records, Sub-Registrars in the Presidency proper and Sind, the Special Mamlatdar in the Northern Division employed on co-operative work in connection with the Bombay Central Co-operative Bank, and Aval Karkuns, are permitted to draw actual expenses limited to mileage for journeys

of less than 20 miles by road. A claim to actual expenses must be supported by a certificate to the effect that it was necessary for the claimant to travel by the means of conveyance in respect of which the expenses were incurred. In the case of District Inspectors of Land Records, the Special Mamlatdar and Sub-Registrars, the certificate must be signed by the officer preferring the claim, but, in the case of a Chitnis, the Collector, and, in the case of an Aval Karkun, the Mamlatdar must certify the admissibility of the claim.

454. Excise Sub-Inspectors attached to the offices of Superintendents of Salt and Excise may be allowed actual expenses limited to mileage for journeys up to 20 miles, provided they are employed as members of office establishment.

455. The Inspector, Canal Telegraphs and Telephones in Sind, is permitted to draw actual expenses limited to mileage for journeys up to 20 miles by road, subject to the condition that details of such expenses are invariably given in the travelling allowance bills and are certified to be reasonable by the Executive Engineer of the Division in which the Inspector may be travelling.

456. A Subordinate Medical Service Officer may be allowed actual expenses limited to mileage for journeys up to 20 miles by road, subject to the production of a certificate from the controlling officer that he was required to travel by the means of conveyance in respect of which the expenses were incurred.

457. Subject to any conditions which Government may by general or special order impose, a non-gazetted ministerial or menial Government servant may, for any day on which he travels by public or hired conveyance under a certificate from the head of his office that he is required to do so, exchange daily allowance for mileage allowance.

458. The following conditions are applicable to a Government servant in inferior service :—

(*a*) For a journey by railway, he may draw mileage allowance in addition to daily allowance.

(*b*) For a journey by sea or river steamer, he may draw travelling allowance under Rule 430.

(*c*) For a journey by road, he may exchange daily allowance for mileage allowance and daily allowance when admissible under Rule 448, if the journey exceeds 20 miles or the condition of Rule 457 is fulfilled.

(*d*) For a journey by road combined with a journey by railway or by sea or river steamer, he may draw mileage allowance limited to the amount of daily allowance unless the journey by road exceeds 20 miles, except as provided in Rule 457, for the road journey, in addition to the allowances admissible under clause (*a*) or clause (*b*) of this rule.

Note.—Peons are ordinarily expected to walk and are not entitled to boat-hire if they use this means of transit for their convenience. Those peons in the three southern talukas of Kolaba who may, in order to save time, be ordered to proceed by boat to the headquarters offices of the Collectorate at Alibag, may, however, be allowed boat fares within a limit of four annas per man for each trip.

459. A competent authority may permit any Government servant, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than twenty miles distant, to draw, in addition to mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not; provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.

460. A competent authority may permit any Government servant who on leaving his headquarters travels on duty by a different route from that of his camp, for the purpose of carrying out urgent work in the interests of public service, to draw, in addition to mileage allowance, the actual cost of maintaining his camp (which includes moving it), provided that a period of not less than 24 hours elapses before he reaches his camp. The amount of actual cost allowed shall not exceed the daily allowance of his grade.

461. Government may allow specified Government servants to recover for journeys of over 100 miles to the first, or from the last, camp of an extensive tour the whole necessary cost of such journeys, including the cost of transportation of camp equipment and, within the maximum scales prescribed by Government, of servants, horses, motor-cars, carriages and personal luggage, in lieu of the daily allowance admissible for the days occupied by such journeys. The scales prescribed and the officers specified are shown in Appendix XXXIII (page 377).

462. (*a*) When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses, camels, motor-cars, motor-cycles, bicycles or camp equipment by railway or steamer, or by country craft when no steamer service exists capable of conveying the goods or animals, or when such means of carriage is cheaper or more expeditious, it may, by special order in each case, permit him to recover, in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them.

NOTE 1.—In the case of a motor-car the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass-cutter, may be drawn.

NOTE 2.—The term motor-cycle in this rule includes a side-car.

(*b*) Government may, by general or special order, prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under clause (*a*) of this rule by a particular Government servant or class of Government servants. Appendix XXXIV (page 378) shows orders issued so far. In cases in which no limitations have been prescribed the matter is left to the discretion of the competent authority referred to in clause (*a*), up to the limits prescribed for Deputy Directors of Agriculture in Appendix XXXIV (page 378). The competent authority should see that the number of horses and tents conveyed is strictly limited to what is necessary.

NOTE 1.—This rule is intended to meet the more or less exceptional case of a Government servant requiring, for the discharge of his official duties, to make use of his horses or camp equipment in one place, immediately, or very shortly, after having had to use them in the public service in another place, and who is, therefore, obliged, in the interests of the public service, to convey them by railway or steamer. It is only, therefore, when it is shown that public interests would suffer, if a Government servant sent on his horses

or camp equipment by road or country cart, instead of despatching them by the quickest means at his command, that the cost of their conveyance by rail or steamer will be sanctioned. It also follows that the concession will not be made to a Government servant who sends forward his horses in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance, since that is the very charge, which the travelling allowance is, in such a case, meant to defray. Nor can the rule be applied to meet the charges for conveyance to the Government servant's station of a motor car, horse, or other means of conveyance or of camp equipment, purchased from a place at a distance from his headquarters.

NOTE 2.—The concession under this rule cannot be allowed to a Government servant who takes his motor car on tour merely with an object of using it for station work in order to avoid the expense of hiring conveyances. Government do not think it desirable to lay down definite rules for the guidance of their officers in deciding claims to the concessions. The cases should be decided on their merits, *i.e.*, a Government servant might reasonably be expected to send his motor car by road for a distance of about 30 miles but not for a distance of 100 miles, whether starting on, or returning from, tour.

NOTE 3.—Personal luggage is not included in camp equipment. Claims on account of the cost of conveying office tents and office furniture should not be passed as they are payable from the office contingent grant.

NOTE 4.—No officer should be allowed to recover the cost of the carriage of a horse-drawn vehicle under this rule.

NOTE 5.—Charges for the carriage by rail or steamer of personal effects, horses, etc., should ordinarily be supported by railway or steamer company's receipts. In exceptional cases, however, personal certificates of payment may, at the discretion of the Audit Officer, be accepted when such a course appears advisable. In the case of Inspector General of Police and the Deputy Inspectors General of Police, Northern and Southern Ranges, the Audit Officer may accept a receipt for the charge on account of a waggon as a voucher in support of the railway freight recoverable from Government, which should be taken to be three-fourths of the cost of the waggon.

" **463.** (*a*) The following provisions are applicable to—

(*i*) officers and men of the Railway Police, including clerical establishments of Superintendents of Railway Police ;

(*ii*) any other Government servant or class of Government servants whose duties involve constant travelling by railway, to whom Government may declare them to be applicable.

NOTE.—Sub-Inspectors of Police employed exclusively on railways are allowed a permanent travelling allowance in lieu of the daily allowance admissible under this rule.

(*b*) When such a Government servant makes a journey by railway on tour—

(*i*) He is entitled either to a free pass under the free pass rule of the railway or to the fares for himself and the servants and baggage accompanying him which a free pass would cover.

(*ii*) If he is in receipt of permanent travelling allowance, he is entitled to draw it ; but otherwise he may draw daily allowance, subject to Rule 446, only if he is absent from his headquarters for more than eight consecutive hours. The absence from headquarters should be calculated from the advertised time of the departure of the train to the actual time of the arrival of the return train.

(*iii*) He may not exchange for mileage allowance the allowances admissible under sub-clauses (*i*) and (*ii*) of this clause.

(*iv*) If he combines with a railway journey a journey by steamer or road or with a steamer journey a journey by road, he may, if he travels to a place distant at least five miles from the point where he leaves the railway or steamer or returns

thereto from a place similarly distant, draw mileage allowance for the journey by steamer or road, in addition to daily allowance, if any, admissible under this rule or under Rule 430, but not in addition to permanent travelling allowance; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters for the purpose of sub-clause (*b*) (*ii*) of this rule.

NOTE.—Officers of the Railway Police drawing travelling allowance under the above rule shall not be entitled to the increased daily allowance permissible to officers detained in Bombay under Rule 9 of Appendix XXV (pages 346 to 350) referred to in Rule 428 unless the halt is one of twelve hours or more.

464. No railway fare is admissible for a journey by rail for which a railway warrant is issued.

Sub-division 3—Travelling allowance admissible for journeys and halts within five miles of headquarters.

465. In such cases as they deem fit, Government may by general or special order permit any Government servant or class of Government servants to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules. The existing general orders are stated in Appendix XXXV (pages 379 to 383).

466. A Government servant travelling on duty within five miles of headquarters is not entitled to daily allowance or mileage, but may, if he is not in receipt of permanent travelling allowance, recover the actual amounts which he may spend in payment of ferry and other tolls if any, and, if he is not in receipt of conveyance allowance, fares for journeys by rail or other public conveyance.

467. On the following conditions and any other conditions, which Government may think fit to impose, all Government servants in the Presidency proper and Sind who are entitled to travelling allowance at daily rates are permitted to recover the actual cost of maintaining camp equipage during a halt at headquarters or, except in the case of Government servants to whom exception 2 to Rule 446 applies, within five miles of headquarters or during the interval between (*i*) their departure from or arrival at headquarters and that of their camp equipage and (*ii*) the engagement of camp equipage and their departure from headquarters on tour in the case of Government servants in Sind :—

(*a*) The amount drawn, by a Government servant, together with any amounts recovered under Rule 466, should not exceed the daily allowance of his grade :

(*b*) The period of the halt or interval for which it is granted should not exceed twenty-one days in Sind or ten days elsewhere. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval :

(*c*) The Government servant must certify that he has maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not

been less than the amount drawn. In the case of a non-gazetted or menial servant the head of the office must certify that such maintenance was necessary :

Provided that only half the actual cost is admissible when the camp equipage is used partly for the conveyance of the Government servant and partly for the conveyance of his kit.

NOTE 1.—Actual cost includes the cost of maintaining camp equipage hired by the month ; and, in the case of munshis and clerks attached to Government offices in Sind, riding camels and horses should be treated as camp equipage for the purposes of this rule. The proviso to the rule does not apply to their case.

NOTE 2.—Horse carriages maintained jointly by munshis and clerks attached to Government offices in Sind may be treated as camp equipage for the purpose of this rule provided that the cost claimed by each munshi or clerk does not exceed that of a riding horse.

NOTE 3.—Government servants who take casual leave in the course of a halt at headquarters or on tour may be allowed to draw the actual expenses under this rule of keeping camp equipage either at their headquarters or at a place other than headquarters during the halt, inclusive of the leave, provided it is necessary for them to do so in the interest of the public service.

NOTE 4.—The actual cost of keeping up camp equipage during halts at headquarters is the difference between the actual outlay incurred by a Government servant in maintaining the equipage during that time and the outlay he would incur if he could discharge it and have nothing to do with it till he wanted it again. Interest on capital outlay and charges on account of depreciation and repairs as well as the keep of horses, etc., used only for the conveyance of the Government servant on his marches, cannot be reckoned in " actual cost " of keeping up camp equipage. The cost of maintaining a private conveyance of any sort should not be included in the computation of " actual cost. "

*Sub-Section (iv)—Special Rules for High Officials.**

468. When a Government servant, for whom special railway accommodation is provided or who is entitled under these rules to reserve railway accommodation by requisition, travels in such reserved accommodation on tour :—

(*a*) The entire cost of haulage is borne by Government except in the case of the Commissioner in Sind who is required to pay direct to the railway his own fare as well as the fares for other persons travelling with him in the reserved inspection carriage.

(*b*) Unless it be otherwise expressly provided in this sub-section—

(*i*) The Government servant must pay the usual fares for any persons travelling with him in the reserved accommodation, and, if Government pays full tariff rates for the reserved accommodation, such fares must be credited to Government ;

(*ii*) If the Government servant desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense, or, in the case of His Excellency the Governor, from his contract allowance ;

(*iii*) The Government servant is entitled to draw no travelling allowance for the journey unless he be entitled to permanent travelling allowance.

* For list of Charges for the provision of special trains *see* Appendix XXXVI (pages 384 to 388).

469. Clause (*b*) (*i*) of Rule 468 does not apply to His Excellency the Governor.

470. (*a*) A Member of the Executive Council of the Governor or a Minister, when travelling by railway on duty, is entitled without payment to—

(*i*) lowest class accommodation for personal servants up to a maximum number of ten, and

(*ii*) free carriage of all luggage which he declares to be his personal luggage, including stores carried for consumption on tour, whether carried in the luggage van of the train to which his reserved carriage is attached or sent by any other train.

(*b*) Freight charges for goods and for stores other than those covered by clause (*a*) of this rule must be met by the Member or Minister himself.

471. A Member of the Executive Council of the Governor or a Minister, when travelling on tour, may recover the cost of carrying a motor car under the conditions specified in Rule 462 : provided that Government are satisfied that the car has been employed, for all practical purposes, only as a means of performing, in the public interest, a journey off the line of railway. In cases where the presence of his car with the Member or Minister has, apart from the advantages to Government of the particular tour or journey, saved him expense in hiring a conveyance or served his personal convenience to an appreciable extent, he must pay one-fifth of the cost of carriage.

472. A Member of the Executive Council of the Governor or a Minister, when travelling on duty by road or steamer, may recover his actual travelling expenses, appending to his bill a certificate to the following effect :—

" I certify that I have actually paid the amount of this bill and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels, or travellers' bungalows."

For the purpose of this rule, stores carried for consumption on tour may be treated as personal luggage.

472-A. A Member of the Executive Council of the Governor or a Minister may draw daily allowance at the rate of Rs. 15 for a halt on tour in addition to the privileges conferred by Rules 470 and 472, and, if for any journey he chooses to forego these privileges, he may draw mileage at a rate of Re. 1 per mile for a journey by road, and at the rates admissible to an officer of the first grade for a journey by rail or steamer.

NOTE.—The Secretary of State has permitted the fixation of daily and mileage allowances in the case of Members of Executive Councils of Governors on tour at rates not exceeding those fixed for High Court Judges.

473. (*a*) A member of the Legislative Council, who is required to leave his official headquarters of usual place of residence for the purpose of attending a meeting of the Council or transacting business connected

with his duties as a member, may draw travelling allowance on the following scale :—

(*i*) For the journeys to and from the place, at which the Council meets or the business is transacted, he may draw mileage allowance at the rates admissible to a Government servant of the first grade ; and

(*ii*) for each day of residence at such place, until the close of the session or the completion of the business, he may draw a daily allowance of Rs. 10 per day :

Provided that a non-official member shall draw mileage allowance under clause (*a*) only when first proceeding to attend a session of the Council and for his final return from the session.

(*b*) A member whose usual place of residence is outside the Bombay Presidency shall draw travelling allowance under clause (*a*) only from the place shown in Appendix XXXVII (pages 389 to 390) as the head-quarters of his constituency.

NOTE.—The daily allowance admissible under clause (*a*) (*ii*) can be drawn by a member for the day previous to the commencement and the day subsequent to the final closing of the session, as also for a portion of a day or for a day for which mileage allowance has been claimed, provided in the latter case he is actually resident at the place of meeting for at least six hours of the day for which the daily allowance has been claimed. Members coming by sea from Sind are allowed a further concession of drawing daily allowance for the days previous, and the days subsequent, to the session, for which they may be required to stay at the place where the Council meets, owing to the arrival and departure of the steamer a few days before or after the session as the case may be. When a member, either before the commencement of or after the close of a session, is required to be present at the place of session to transact business connected with his duties as a member and a period intervenes between the session and the business, during which it would be inconvenient and uneconomical for him to return to his official head-quarters or usual place of residence, he may draw the daily allowance up to a limit of seven days.

474. A member of the Legislative Council being a Government servant in receipt of permanent travelling allowance may draw the whole of his permanent travelling allowance in addition to the mileage and daily allowances specified in Rule 473.

NOTE.—The above rule applies also to members required to attend Select Committees of the Legislative Council.

475. The President of the Legislative Council may, when travelling on duty, draw travelling allowance at the rate admissible to a Government servant of the first grade. For journeys by railway he may reserve by requisition an ordinary first class compartment and recover in addition his actual travelling expenses up to a maximum of one first class fare.

476. Except where otherwise expressly provided in these rules, the amount of luggage which may be transported, free of cost, by a Government servant travelling in reserved accommodation is the amount covered by the number of tickets, which a member of the public would have to purchase in order to reserve such accommodation.

SECTION X—JOURNEY OF A NEWLY APPOINTED GOVERNMENT SERVANT TO JOIN HIS FIRST POST

477. Except as otherwise provided in this section, travelling allowance is not admissible to any person for the journey to join his first post in Government service.

478. A competent authority may permit any person, whether appointed to a temporary or a permanent post, to draw travelling allowance for the journey to join his first post in Government service provided the person so appointed has been specially selected for special qualifications for a particular post, which is not in the ordinary cadre of a department.

479. Travelling allowance on joining first appointment may be allowed to :—

(1) Any person appointed to the Public Works, Medical, or any other Department, in any capacity requiring technical skill or knowledge for which he has been specially trained. Vaccinators (including unpaid candidate vaccinators) and compounders are "specially trained" for the purposes of this clause.

(2) A Chaplain appointed to the service of Government while resident in India from the place where he received the order of appointment.

(3) Forest Apprentices.

NOTE.—In the case of a person appointed to any of the posts referred to in items (1) to (3) above, travelling allowance may be allowed from the place where he receives the order of appointment, or if he belongs to any training school or college, from such school or college, whichever will entail the less expense to Government.

480. Pupils of the Subordinate Medical Service Officers' Class appointed to be Subordinate Medical Service Officers may be allowed travelling allowance for themselves and their families under Rule 490 from the place at which the final examination is passed to the place to which they are appointed.

NOTE.—The note to Rule 479 applies to this rule also.

481. Recruits selected for the Police force may be given the following allowances :—

(*a*) Daily allowance at the rate of 4 annas from the date of their selection by recruiting parties to the date on which they are employed on regular pay ; and

(*b*) Where a railway or a steamer journey or both are involved, a third class single railway fare $\frac{\text{or}}{\text{and}}$ steamer fare of the lowest class as the case may be from their places of residence to the headquarters or camp where they may be sent for acceptance by the District Superintendent of Police and for medical examination by the Civil Surgeon.

(*c*) When the recruits travel with their families, the following travelling allowance is allowed in place of that specified in the preceding sub-clause :—

(1) By railway or steamer	Double fare of the lowest class.
(2) By road or boat ..	Two annas a mile by road and one anna a mile by boat.

482. When a pensioner, or a Government servant, who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service, the

authority which sanctions his reappointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India.

483. His Excellency the Governor when proceeding to join his appointment or retiring from the service and leaving India is entitled when travelling by railway to the following concessions :—

(*a*) The special accommodation which he is entitled to reserve after joining his post shall, if practicable, be placed at his disposal, if so desired.

(*b*) The charges for the haulage of the reserved accommodation will be borne by Government; and in addition he is entitled to actual travelling expenses for himself and for any members of his family travelling with him. When accompanied by his family, their number should be separately shown in the requisition against the entry "other accommodation (if any)"; and the words "and that fares have been duly paid for—first class passengers travelling in the same $\frac{\text{Carriage}}{\text{Compartment}}$" in the centre foil scored out.

484. When a person not already in Government service is appointed to be a Member of the Executive Council of the Governor or a Minister, he is entitled, when travelling by railway to join his post, to the concession described in Rule 497.

485. Any person appointed, while resident in Europe, by the Secretary of State in Council to Government service in India, other than a person whose case is covered by rules made by the Secretary of State in Council under sections 85 and 104 of the Act, may draw mileage allowance for the journey to join his first post from any port in India, at which, with the permission of the Secretary of State, he may disembark.

486. Travelling allowance under Rules 478, 479 and 482 should, except where otherwise stated, be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

487. When mileage allowance is drawn under Rules 478, 479, 480, 482 and 485, the rate admissible is, except where otherwise stated, that of the grade to which the Government servant will belong after joining his post.

SECTION XI—JOURNEYS ON TRANSFER.

488. Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request or in consequence of misconduct should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

NOTE—(*a*). When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Audit Officer of the circle

of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the officer has been transferred for the public convenience.

(*b*) In the case of non-gazetted Government servants a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (*a*).

489. A Government servant may draw mileage allowance at the rates prescribed in section V for a journey on transfer, including transfer from military to civil employ.

490. (**A**) Unless in any case it be otherwise expressly provided in these rules or in rules made under other sections of the Act, a Government servant is entitled, for a journey on transfer, to the following concessions in addition to that prescribed by Rule 489.

I—For Journeys by Rail or Steamer.

(*i*) He may draw one fare of the class to which his grade entitles him in the case of journeys by rail. In the case of journeys by steamer, an officer of the first grade may, if he certifies that he has taken two or more servants, draw one fare of the lowest class.

(*ii*) He may draw one fare for each adult member of his family and one-half fare for each child who accompanies him.

(*iii*) He may draw the actual cost of transporting by goods train, steamer, or other craft, personal effects up to the following maxima :—

Grade of Government servant.	If travelling alone.	If accompanied by family.
	Maunds.	Maunds.
First	40	60
Second	20	30
Third	12	15
Fourth		

NOTE 1.—If a Government servant carries his personal effects by passenger instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train.

NOTE 2.—If for valid reasons he carries the personal effects by road between stations connected by rail or steamer, he may be permitted by the Controlling Officer to draw actual expenses up to the amount that would have been admissible if he had carried them by goods train or steamer.

(*iv*) Provided that—

(1) the distance travelled exceeds 80 miles ; and

(2) the Government servant is travelling to join a post in which the possession of a conveyance or horse is advantageous from the point of view of his efficiency,

he may draw

(*a*) the actual cost of transporting at owner's risk conveyances and horses by rail or steamer or other craft on the following scale or

(*b*) if they are transported by road, allowances at the rates shown in the last column of the scale, subject to the proviso that the Government servant himself and the members of his family, if they accompany him on transfer, actually travel by rail or steamer:—

Grade of Government servant.	Scale allowed.	Rate per mile in the case of transport by road when the places are connected by rail or steamer.
First ..	Two horses and in addition—	
	(*i*) a carriage or	(*i*) Two annas for a motor car.
	(*ii*) a motor car or	(*ii*) One anna and six pies for a carriage and horse.
	(*iii*) a motor cycle or	(*iii*) One anna for a horse or motor cycle.
	(*iv*) an ordinary cycle	(*iv*) Six pies for an ordinary cycle.
Second ..	A carriage and a horse; or a motor cycle and a horse or a motor car.	
Third ..	One horse or a motor cycle or an ordinary cycle.	

Explanation.—A post in which the possession of a conveyance or horse is advantageous from the point of view of efficiency is a post

(1) the duties of which entail touring over an area as large as or larger than a Taluka, or

(2) to which a conveyance or permanent travelling allowance is attached, and

(3) any other post in respect of which Government consider that it is in the interest of the public service that the Government servant holding the post should use a conveyance or horse for the performance of his duties.

NOTE 1.—The Commissioner in Sind is authorised to allow the cost of transport by rail of a car for distances shorter than 80 miles in cases where he is satisfied that transport by road is impracticable.

NOTE 2.—In the case of a motor car, one railway or steamer fare of the lowest class actually paid for a chauffeur or cleaner, and for each horse similar fares actually paid for one syce and one grass cutter, may be drawn.

NOTE 3.—It has been ruled that it is in the interests of the Public Service that the following non-touring officers should use conveyances for the performance of their duties:—

(1) District and Sessions Judges and Assistant Judges.

(2) Secretaries, Deputy Secretaries and Under Secretaries to Government.

NOTE 4.—The following officers of the third grade who are required to keep a conveyance for the discharge of their duties are allowed to draw the actual cost of transportation of conveyances and horses as second grade officers:—

(1) Inspectors of Police;

(2) Excise Inspectors and Assistant Inspectors in independent charges in the Presidency proper;

(3) Subordinates of the Public Works Department in charge of sub-divisions.

NOTE 5.—An Inspector of the Factory or Boiler and Smoke Nuisances Departments is allowed actual cost of transportation by rail of one motor car.

Exception.—A Government servant who travels by a Government steamer is not entitled, for the journey by steamer either to mileage allowance under Rule 489 or to the concessions allowed by this clause. He is entitled to free transport of himself, his family, servants and their *bona fide* personal effects, and of conveyances and horses subject to the limits prescribed in sub-clause (*iv*); and may draw in addition the daily allowance of his grade.

II—For a journey by road.

(*i*) (*a*) He may, if he is in superior service, draw one mileage allowance at the rate to which his grade entitles him and another if one member of his family accompanies him and a third if more than one member of his family accompany him ;

(*b*) if he is in inferior service he may draw As. 3 per mile if travelling without his family, As. 4½ if travelling with one member of his family, and As. 6 if travelling with more than one member of his family.

(*ii*) For the transportation by the cheapest means of conveyance of personal effects within the limits prescribed in sub-clause I (*iii*) of this clause, he may draw mileage allowance at the following rate for each maund of goods :—

(1) For journeys of five miles or less—

Bombay City and Salsette ..	Annas 3 for a journey up to 2 miles, 1 anna 6 pies for the 3rd mile, and 9 pies for every additional mile.
Ahmedabad City and Cantonment, Surat, Bulsar, Broach City, Nadiad, Anand, Karachi City and Cantonment, Hyderabad City and Cantonment, Shikarpur, Sukkur, Rohri, Jacobabad, Larkana, Poona City and Cantonment, Poona Suburban Area, Ahmednagar, Goa Frontier, Aden, Ports in the Persian Gulf	1 anna per mile.
Elsewhere	6 pies per mile.

NOTES.—(*i*) The rates specified for the place where a cart is hired shall apply to the whole journey when not over 5 miles.

(*ii*) For journeys of two miles or less, mileage may be drawn as for two miles.

(*iii*) Each separate 'cartage' of kit, *e.g.*, from a bungalow to a railway station, shall be considered a separate journey.

(2) For journeys over 5 miles—

Goa Frontier	1 anna per mile.
Between Dhadgaon and Taloda, West Khandesh District	1 anna per mile.
Elsewhere	6 pies per mile.

NOTE.—Allowances claimed according to the above rates should be supported by a certificate that the actual expense incurred was not less than the sum claimed.

(**B**) The following explanations are given of terms employed in clause (**A**) of this rule :—

(*i*) The term "personal effects" is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of their transportation is reasonable.

(*ii*) The term "motor car" includes a trailer and the term "motor-cycle" includes a side-car.

(*iii*) A member of a Government servant's family who follows him within six months from the date of his transfer, or precedes him by not more than one month, may be treated as accompanying him. If such member travels from a place in or out of India other than the Government servant's old station, the Government servant may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less.

(c) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government provided they do not exceed the scale prescribed in Appendix XXXVIII (pages 391 to 392). If they exceed this scale, the excess may be treated as a part of personal effects.

(d) A Government servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing their numbers and relationship.

(e) A Government servant claiming the cost of transporting personal effects, a conveyance, or a horse, must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must give details of the conveyances or horses transported.

NOTE 1.—While furnishing the declaration of actual expenses the Government servant should state the weight of personal effects actually carried and the details of the amount actually paid for its transport separately by rail, road, steamer or other craft; and the Controlling Officer shall record a certificate that he has scrutinised the details and satisfied himself that the claim is reasonable. Omission to state the weight of the personal effects actually carried may be condoned by the Controlling Officer in cases where weighment is not possible or where the actual cost by permissible means of transport, as proved by vouchers, exceeds the maximum amount admissible by the cheapest means of conveyance.

NOTE 2.—Cash receipts granted in connection with the transport of personal effects of Government servants on transfer should be properly filled in by the Station Staff on form S. N. No. 43 and the particulars in the different columns of the forms should be correctly and legibly inserted. The receipts should invariably show whether the goods were booked by goods or passenger train.

NOTE 3.—The following charges should be admitted in audit as part of the cost of transport:—

(*a*) Lighterage, wharfage, and Port Trust dues, actually paid;

(*b*) Agency fees and other incidental charges actually incurred on the transport of a Government servant's personal effects, between his residence and the harbour or the railway station and the harbour or from one vessel to another, at the rate of Rs. 2 per maund of the personal effects actually conveyed subject to the maximum maundage prescribed in sub-clause (*iii*) of section I of clause (*a*) of this rule. When tents are conveyed such charges should be admitted on account of them according to their weight, if known, and subject in any case to the maxima prescribed in Appendix XXXVIII (pages 391 to 392).

(*c*) When horses are conveyed by steamer charges on account of the hire of horse-boxes and of their return.

Explanation.—The incidental charges mentioned in this note do not include Customs Duty leviable on imported cars.

NOTE 4.—Charges for the conveyance by rail or by steamer of horses should ordinarily be supported by railway or steamer receipts. In cases, however, where receipts are not forthcoming, the audit officer may at his discretion accept a certificate of payment from the preferring officer, when such a course appears to him advisable.

NOTE 5.—The head of the office and not the audit office is responsible for the accuracy of a claim for travelling allowance.

NOTE 6.—The charges for the transport of personal effects of a Government servant on transfer allowed by this rule may be admitted in audit, if they do not, for good and sufficient reasons, accompany him but are carried within one month before, or within six months after, the date of the completion of his journey on transfer.

NOTE 7.—When personal effects and tents are transported by sea between Bombay and Aden on a journey on transfer, actual freight charges by sea may be allowed subject to a proportionate reduction if the weight is known to exceed the maximum permissible.

491. *Cancelled.*

492. A Local Fund employee transferred to officiate in a post under Government is entitled to travelling allowance under Rule 490.

493. When a Government servant, who claims travelling allowance under Rule 490 and who was residing with his family, is obliged to move them in consequence of his transfer to another station, he may be reimbursed the cost, even though they may not proceed to his new station; but the travelling allowance drawn must be limited to actual expenses, not exceeding the amount which would have been admissible, if the family had proceeded to the Government servant's new station.

494. A Government servant on transfer cannot make a claim in respect of travelling allowance on account of more than one wife.

495. A female Government servant may claim travelling allowance under Rule 490 for her husband if the latter is wholly dependent on her. In other cases the claim should be referred to Government for orders.

496. A Government servant in superior service transferred from one post to another, who under the orders of competent authority is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters, is entitled to—

(1) travelling allowance as on tour from the place of handing over charge to the place of taking over;
(2) 1½ fare of the class to which his grade entitles him from his old to his new headquarters;
(3) all the further concessions admissible under Rule 490(A) direct from the old to the new headquarters excluding those in (I) (*i*) and II (*i*) thereof.

For the journeys from his old headquarters to the place of handing over charge or from the place of taking charge to his new headquarters he will draw travelling allowance as for journeys on tour.

497. When a Government servant, appointed to be a Member of the Executive Council of the Governor or Commissioner in Sind, travels by railway to join his post, he may at his option travel on the following terms in lieu of drawing travelling allowance under the ordinary rules governing a journey on transfer:—

(*a*) Any accommodation, which he is entitled under section XXV of these rules to reserve by requisition after joining his post, will, if practicable, be placed at his disposal.

(*b*) The charge for haulage of the reserved accommodation will be paid by Government.

(*c*) The Government servant must pay to Government the fare, which he would have paid if no accommodation had been reserved, and must in addition pay in cash to the station master of the station from which the journey commences the fares for any members of his family accompanying him, whether they share his reserved accommodation or not. When Government pays full tariff rates for the accommodation, all such fares will be credited to Government.

498. The Government servants specified in Rule 463 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition, to a free pass or fares for their families, provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance under Rules 488 to 490.

499. Menials of the Excise Department are allowed to draw mileage at the ordinary rates for road journeys of below twenty miles on the occasion of their transfer from one subordinate executive charge to another.

500. Inspectors, Jamadars, Head Constables and Constables of the Aden Police should be allowed to draw the actual cost of moving their baggage on transfer subject to the following maximum rates :—

—	Inspectors.	Jamadars.	Head constables and constables.
	Rs. a. p.	Rs. a. p.	Rs. a. p.
From Maala to Crater and *vice versa* ..	4 0 0	2 0 0	1 0 0
From Maala to Sheikh Othman	6 0 0	3 0 0	1 8 0
From Maala to Tawahi	4 0 0	2 0 0	1 0 0
From Tawahi to Crater	6 0 0	3 0 0	1 8 0
From Tawahi to Sheikh Othman ..	10 0 0	5 0 0	2 8 0
From Crater to Sheikh Othman	8 0 0	4 0 0	2 0 0
From Tawahi Harbour Police to Tawahi Land Police	2 0 0	....	....

NOTE.—When a constable is accompanied by his family he may be allowed Re. 1 extra for their conveyance.

501. Inferior servants should not be transferred save in exceptional cases in which there may be special reasons for a transfer.

502. A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

503. A Government servant who goes on leave on average pay not exceeding four months, after he has given over charge of his old post

and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this section.

504. A Government servant who takes leave, other than leave on average pay not exceeding four months, while in transit from one post to another may draw travelling allowance under Rule 489 and Rule 490(A) I (*i*) and (*ii*) and II (*i*) and (*ii*), for so much of the journey to join the new post as he has accomplished before the order granting his leave is received, in addition to any allowance admissible under Rule 505.

505. When on return from leave, other than leave on average pay not exceeding four months, a Government servant is posted to a headquarters other than that at which he was stationed when he went on leave, the controlling officer may permit him to recover the travelling allowance admissible under sub-clauses I (*iii*) and (*iv*) and II (*iii*) of Rule 490 (A) for a journey from his old to his new station.

506. The travelling allowance of a Government servant both when proceeding on transfer to foreign service and when reverting to duty under Government shall be borne by the foreign employer.

SECTION XII—JOURNEY TO A HILL STATION.

507. For the purposes of this section Matheran, Poona, Mahableshwar, Lonavla, Khandala, Igatpuri, and Panchgani should be held to be hill stations.

508. The special rules contained in the Headquarters Allowances Code [Appendix XVIII (page 301)] govern the grant of travelling allowance to Government servants moving to Poona and Mahableshwar with the headquarters of Government.

509. A Government servant, other than a Government servant moving with the headquarters of Government, who travels on duty to a hill station within his sphere of duty or is required by the orders of a superior authority to travel to a hill station on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government servant will, however, forfeit all claim to travelling allowance for the journey and halt, other than permanent travelling allowance, if he prolongs his stay at the hill station beyond a period of ten days, or the period necessary for the performance of the duty on which the journey is made, whichever is less; but Government may by general order sanction halts in excess of ten days for particular officers or class of officers. Appendix XXXIX (page 393) shows the list of officers who are required by general orders of Government to go to a hill station on duty and halt there for more than 10 days. If in any case the halt is not covered by any such general order, the Government servant's claim to travelling allowance may be preserved by the Head of a Department up to a limit of 30 days, or where the Government servant concerned is himself the Head of a Department by Government, by an official intimation that his presence was required on duty throughout the period or that he was permitted to extend the stay during holidays immediately following his period of duty.

510. When a Government servant is permitted for his own convenience to perform his duties at a hill station, he is not entitled to daily allowance or mileage allowance for the journey to or from such station or for the period during which he halts at it. Appendix XL (pages 394 to 395) gives a list of officers who are permitted for their own convenience to perform their duties at a hill station.

NOTE.—The travelling allowance of the establishment accompanying the officer is regulated under Rule 509.

Exception 1.—The Assistant Legal Remembrancer is permitted to stay ten days at the headquarters of Government between the date on which Government leave Bombay and 10th June and another ten days between the 10th June and the date of Government's return to Bombay. For these journeys he may be allowed mileage allowance to and from the hill station but no halting allowance.

Exception 2.—The District Superintendent of Police, Thana, may be permitted by the Commissioner, Northern Division, to work at Matheran. He is entitled to travelling allowance provided the halt is not longer than ten days.

Exception 3.—Deputy and Under Secretaries to Government are permitted to spend 10 days at the headquarters of Government between the date on which Government leaves Bombay and 10th June and another 10 days between 10th June and the date of Government's return to Bombay. During these periods they are regarded as on duty and may draw travelling allowance for the journeys but no halting allowance.

SECTION XIII—JOURNEY TO ATTEND AN EXAMINATION.

511. A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds :—

(*a*) An obligatory departmental or language examination.

(*b*) An examination held under any rules in force in the vernacular language of a frontier or hill tribe.

(*c*) In the case of a military officer in civil employ, an examination for promotion in military rank.

(*d*) In the case of a Bombay Medical Service Officer or Subordinate Medical Service Officer, an examination designed to test his fitness to rise above an efficiency bar in a time-scale.

Provided that—

(1) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination ; and

(2) a Head of a Department may disallow travelling allowance under this rule to any candidate who in his opinion—

(*i*) has culpably neglected the duty of preparing himself for an obligatory examination, or

(*ii*) does not display a reasonable standard of proficiency in an examination which is not obligatory.

NOTES.—(1) Rule 443 operates in the case of Government servants in receipt of permanent travelling allowance, attendance at such examinations being "duty"; but if holidays immediately follow the examination and the Government servant chooses to enjoy them before returning to his headquarters, then for the period occupied by the holidays and the return journey he can draw either permanent travelling allowance or only the mileage allowance admissible for the journey.

(2) Candidates who have failed and claim travelling allowance should be required to produce a certificate for its payment from the Examination Committee.

512. Government servants who are deputed from their stations to conduct examinations are entitled to the ordinary travelling allowance admissible for journeys on duty.

513. A Government servant who obtains a reward for proficiency in an oriental language, or who for the first time obtains a degree of honour in any language in the second division, is entitled to draw travelling allowance for the journey to and from the place of examination.

NOTE.—The term "proficiency" here implies success in any examination in an oriental language for which a reward is admissible.

514. Rule 511 applies also to the following departmental examinations which are not obligatory :—

(*a*) The Circle Inspector's examination in the case of revenue Karkuns.

(*b*) The qualifying test in the case of candidates for Mamlatdar's posts.

(*c*) The vernacular examination required to be undergone under the rules regulating the admission into the Judicial Branch of the Bombay Civil Service of acting Sub-Judges.

(*d*) The optional vernacular examination in the case of Inspectors and Sub-Inspectors of Police and Sergeants. In each case the Commissioner in Sind, the Inspector General of Police or the Commissioner of Police, Bombay, as the case may be, will exercise the discretion vested in Heads of Departments by proviso 2 to Rule 511.

(*e*) Examination in Hindustani in the case of police officers; also short-hand examinations prescribed for such officers, whether held at the office of the Deputy Inspector General of Police, Criminal Investigation Department, or at their district headquarters.

(*f*) The departmental examinations to be passed by Government servants in the Public Works Department in order to qualify them for promotion.

(*g*) Examinations to be passed by clerks serving in the Kolhapur and Southern Maratha Country States, under the rules prescribed for the examinations of subordinates in the Revenue Department.

(*h*) Departmental examinations prescribed by the High Court for clerks and karkuns in the Judicial Department.

(*i*) Head Accountants' examination.

515. Travelling allowance under Rules 511, 513, and 514 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journey, except in the case of examinations in Bombay, Poona, and Karachi, where daily allowance permissible as on duty may be drawn limited to the duration of the examination; provided that such sum as may represent the amount of permanent travelling allowance, if any, for that period, calculated at a proportionate daily rate, shall be deducted from the daily allowance.

SECTION XIV—JOURNEY TO ATTEND MEETING OF LOCAL OR MUNICIPAL BOARDS.

516. Government servants who are required to attend meetings of Local or Municipal Boards outside their sphere of duty are entitled to

claim from Government travelling allowance as for a journey on tour. When an officer of the Educational Department is required to travel to a place to attend a meeting of the Local or Municipal Board in addition to the duties pertaining to his office, he is entitled to claim from Government travelling allowance as for a journey on tour even though the place is within his sphere of duty.

SECTION XV—JOURNEYS ON EXCURSION TOURS.

517. Officers of Educational Institutions who are required to accompany parties of their students on excursion tours should be allowed to draw travelling allowance as on tour.

518. Students in all educational institutions should be allowed travelling allowances as shown below at Government expense when they go on excursion tours conducted for their benefit:—

(*i*) *Rail.*—Third class single fare. Students desiring to travel by a higher class, must pay the difference.

(*ii*) *Steamer.*—Second class single fare.

(*iii*) *Road.*—Actual expenses not exceeding the rate of mileage admissible to Government servants of the third grade.

519. A teacher in a Government school, who accompanies and is in charge of the school team when playing matches away from home, should be allowed travelling allowance as for a journey on tour, the whole period of the tour not to exceed the day or days of the match *plus* the additional time, if any, reasonably necessary for going to and returning from the match. Such travelling allowance should not be permitted except on a certificate from the Educational Inspector, that the expenditure incurred was for the purpose indicated above, and should be granted for one teacher only in the case of each match.

SECTION XVI—JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE OR WHILE UNDER SUSPENSION.

520. Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave or while under suspension.

521. A Government servant may draw mileage allowance for journeys undertaken during leave, on public duty of a special nature performed in his official capacity or for the purpose of passing an examination.

522. Government servants, employed as Honorary Organisers under the Registrar of Co-operative Societies while on leave or during vacation with the cognisance of the Head of the Department or Office, may be granted travelling allowance not exceeding the amounts to which they would be entitled, if not on leave or vacation and performing their ordinary official functions.

523. Government may for special reasons permit any Government servant to draw for a journey of the kind specified in Rule 520 travelling allowance as for a journey on tour.

524. When a member of the Executive Council of the Governor or the Commissioner in Sind travels by railway when proceeding on or returning from leave, he may travel on the terms described in Rule 497.

525. A military officer in civil employ, when proceeding to the British Isles on leave on medical certificate or returning therefrom, is entitled to the same concessions which he would receive in military employ; provided that he is not entitled to a certificate in military Form E, which gives him the right to travel in a class of railway carriage higher than that for which he pays the fare.

In interpreting this rule either leave on average pay or leave on half average pay may be regarded as leave on medical certificate, because, so long as a medical certificate is obtained, it is immaterial whether the leave salary drawn is equal to average pay or half average pay, or whether a portion of any leave on average pay corresponds to the old privilege leave or not.

526. Subject to the proviso in Rule 525, a military sub-assistant surgeon in civil employ, when proceeding on or returning from leave of not less than six months' duration, is entitled to the same concession which he would receive if he were in military employ.

527. A military officer in civil employ being a departmental or warrant officer when proceeding on or returning from leave on medical certificate, is entitled to the same concessions which he would receive in military employ.

528. Members of the field staff employed on the Bombay Suburban Survey, who proceed on leave to their homes, may be granted railway fare one way only, payable after their return to duty, provided their homes are situated beyond the limits of the Bombay Presidency.

529. A Government servant on joining time under Rule 79 (*d*) may draw travelling allowance for the journey as for a journey on transfer.

530. (*a*) When a Government servant is compulsorily recalled to duty before the expiry of his leave, and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place where the order of recall reaches him, or, if the return journey involves travelling by sea, from the port at which he lands in India, to the station to which he is recalled. If the period by which the leave is curtailed is less than one month, the authority recalling the Government servant will decide whether mileage allowance is admissible or not.

(*b*) If in similar circumstances he is transferred, he may in lieu of so much of the travelling allowance admissible under Rule 503 as relates to himself and his family draw at his option mileage allowance from the place prescribed in clause (*a*) to his new station.

See also Rule 639.

SECTION XVII—JOURNEY ON RETIREMENT, DISMISSAL OR TERMINATION OF EMPLOYMENT.

531. Unless in any case it be otherwise expressly provided in this section, no person is entitled to any travelling allowance for a journey

made after retirement or dismissal from Government service or after the termination of such service.

532. Government may, for special reasons, permit any Government servant to draw travelling allowance for a journey of the kind mentioned in Rule 531.

533. When a Member of the Executive Council of the Governor or a Minister, or the Commissioner in Sind, travels by railway on retiring from the service or on proceeding to join another post after resigning office, he is entitled, if he so desire, to the concession described in Rule 497.

534. A person temporarily employed in Government service, who has received travelling allowance for the journey to join his post, may on the termination of his employment be allowed to draw travelling allowance for the journey to any place; provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment, and that the officer under whom he is employed is satisfied that he intends to make the journey. In the case of Government servants who by the nature of their duty are transferred from place to place, the travelling allowance for the return journey should be granted from the place where they were last on duty.

Note.—Termination of employment does not include dismissal, *vide* Rule 531.

535. Travelling allowance under Rules 532 and 534 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

SECTION XVIII—JOURNEY TO GIVE EVIDENCE OR TO LODGE A COMPLAINT OR TO GIVE INFORMATION OF AN OFFENCE OR TO ANSWER CIVIL OR CRIMINAL CHARGES.

536. The following provisions apply to a Government servant who is summoned to give evidence :—

(*a*) in a criminal case, a case before a court martial, a civil case to which Government is a party, or a departmental enquiry held by a properly constituted authority in British India, or

(*b*) before a court in an Indian State or in foreign territory ; provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties :—

(*i*) He may draw travelling allowance as for a journey on tour, attaching to his bill a certificate of attendance given by the court or other authority which summoned him.

(*ii*) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.

(*iii*) If the court in which he gives evidence is situated within five miles of his headquarters and no travelling allowance is therefore admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

(*c*) before a committee appointed by Government.

Note 1.—A Government servant summoned to give evidence while on leave or vacation is entitled to the concessions described in this rule for the journey from and to the place from which he is summoned.

Note 2.—It follows that a Government servant in receipt of Permanent Travelling Allowance draws nothing extra unless Rule 443 applies. It also follows that Rule 449 operates.

537. Travelling allowance as for a journey on tour is admissible to a Government servant proceeding in his official capacity to a police station to lodge a complaint or give information of an offence, but no allowance is admissible to a Government servant summoned by a police officer to give evidence before him.

538. Travelling allowance as for a journey on tour may be allowed to Government servants for journeys performed by them for the purpose of answering civil or criminal charges brought against them in consequence of acts performed by them in the course of their official duties in cases in which Government have decided to undertake their defence at the public cost.

539. Travelling allowance is not admissible to peons accompanying officers other than police officers going to give evidence in a Court of Law except when they have to carry official files and the Court certifies that such files were required to be produced.

540. Rule 536 applies also to a Government servant in foreign service, provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

541. Revenue or Police Patels and village watchmen when summoned to give evidence as in Rule 536 are not entitled to draw travelling allowance but may accept such payment of expenses as the Court may make.

542. A Government servant summmoned to give evidence in circumstances other than those described in Rule 536 or summoned for any other purpose in his private capacity, as for example, to serve as juror or assessor, is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the Court. If the Court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

SECTION XIX—JOURNEY TO OBTAIN OR GIVE MEDICAL ADVICE.

543. If, in order to obtain medical advice, a Government servant is compelled to leave a station at which he is posted and at which there is no medical officer of Government and travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was, in his opinion, absolutely necessary, draw travelling allowance for the journey.

544. (*a*) If, in order to obtain the advice of a European medical officer of Government, it is necessary for a Government servant of

non-Asiatic domicile or a member of his family to leave the station, at which he is posted and where there is no European medical officer, travelling allowance may be drawn to and from the nearest station, at which a European medical officer of Government is stationed, subject to the production of a certificate from the medical officer consulted, which shall be countersigned by the Surgeon General, to the effect that the journey was in the circumstances necessary. The travelling allowance admissible under this rule may be drawn in the case of the illness of a member of his family even though the Government servant does not himself make the journey. If the Government servant accompanies a sick member of his family, travelling allowance admissible under this rule may be drawn for both, subject, in the case of the Government servant himself, to the condition that the medical officer consulted certifies that it was necessary for the Government servant to accompany the patient.

(*b*) If in the circumstances mentioned in clause (*a*) of this rule the illness of the Government servant or a member of his family is so severe that the journey cannot be performed without grave risk of aggravating the complaint, the services of the nearest European medical officer of Government may be called in, and such officer shall be entitled to draw travelling allowance as for a journey on tour. The cost of the travelling allowance shall only be borne by Government when the Surgeon General is satisfied, either upon receipt of a report of the medical officer consulted or otherwise, that the circumstances were such that the procedure laid down in clause (*a*) of this rule could not be followed without grave risk of aggravating the complaint. In other cases the cost of the travelling allowance of the medical officer will be borne by the Government servant requisitioning his services. A claim for travelling allowance under this clause shall be forwarded through the Surgeon General, who will in each case endorse upon it his opinion as to whether the cost should be borne by Government or by the Government servant concerned.

(*c*) If in the circumstances stated in clause (*a*) of this rule the case is of such a serious or special nature that the medical officer first consulted does not feel able or willing to treat it, he may give a certificate authorising the patient to travel to the nearest station where adequate treatment can be given. This certificate will qualify the patient for the grant of travelling allowance on the same conditions as are prescribed in clause (*a*) of this rule.

(*d*) The travelling allowance admissible to a Government servant or a member of his family under this rule shall be a single railway or steamer fare each way for the class, to which the Government servant is entitled in respect of journeys by rail or steamer, and actual expenses for the road journey not exceeding the mileage by road admissible for the journey, but no daily allowance may be drawn for halts on a journey. In the case of children, for journeys by rail or steamer, the travelling allowance admissible will be at full or half rates as charged by the Railway or Steamship Companies.

Note.—The term 'family' is used in this rule in the sense in which it is used in Rule 490.

(*e*) Government servants of non-Asiatic domicile stationed in the following districts, *viz.*, East Khandesh, West Khandesh, Kaira, Panch

Mahals, Broach and Surat may, in the circumstances and subject to the conditions specified in clauses (*a*) and (*b*) and (*d*), have recourse to the services of the non-official European or American Medical practitioners shown in the subjoined table in lieu of those of the nearest European medical officers of Government :—

District.	Non-official European or American medical practitioners whose services it may be possible to utilise.
Central Division—	
East Khandesh (Jalgaon)	.. The European Railway Medical Officer at Bhusawal.
West Khandesh (Dhulia)	.. The European Railway Medical Officer at Bhusawal.
Northern Division—	
Kaira ..	.. The European or American Medical Practitioners at the Mission Hospitals at Anand and Nadiad.
Panch Mahals (Godhra)	.. The European or American Medical Practitioners at the Mission Hospitals at Anand and Nadiad.
Broach ..	.. The Lady Doctor at the Zenana Mission Hospital at Broach. The European or American Medical Practitioners at the Mission Hospitals at Anand and Nadiad.
Surat ..	.. The European Medical Practitioners at the Mission Hospitals at Bulsar, Anand, and Nadiad.

(*f*) When Government servants avail themselves of the concession specified in clause (*e*) the fees of the practitioners consulted will be regulated by the following scale :—

(*i*) When advice is given at, or within a radius of 5 miles from, the practitioner's headquarters—

Rs.

For each consultation .. 10

(*ii*) When advice is given outside a radius of 5 miles from the practitioner's headquarters—

For each consultation .. 15 *plus* detention allowance at the rate of Rs. 10 per hour if the visit entails absence of more than 1½ hours (or Rs. 240 per day of 24 hours).

Note.—A period of less than half an hour should be disregarded and a period in excess of half an hour should be counted as an hour.

(*iii*) For operations—

Minor operations .. Rs. 15 to Rs. 30 according to severity.
Major operations .. Rs. 100 to Rs. 300 according to severity.

Note.—No charge should ordinarily be made for trivial operations not requiring an anæsthetic, such as passing a catheter or incising a boil.

(*g*) For attendance upon the families of Government servants fees not exceeding the rates specified in clause (*f*) will be payable to non-official practitioners by the Government servants concerned. Any reduction in them will be a matter for private arrangement between the Government servants and the practitioners.

(*h*) Travelling allowance will be admissible to practitioners attending upon Government servants or their families under clause (*e*) at the rate applicable to first class officers.

(*i*) A medical practitioner consulted under clause (*e*) is authorised to grant the certificate prescribed in clause (*c*).

545. Officers of the I.M.S. or B.M.S., called in for consultation by a Civil or Presidency Surgeon or other officer of the I.M.S. or B.M.S. in attendance upon a Government servant drawing a pay of Rs. 250 per mensem or more, may draw travelling allowance as for a journey on tour.

546. (*i*) If a Government servant is compelled to travel to another station in order to obtain a medical certificate in support of his application for leave, he may draw travelling allowance for the journey.

(*ii*) When a Government servant is required to obtain the countersignature of a medical officer of Government upon a certificate in support of an application for leave issued to him by a registered medical practitioner, and the medical officer of Government requires the Government servant to see him, travelling allowance may be drawn for the journey to and from the headquarters of the Government Medical Officer :

Provided—

(*a*) that no travelling allowance shall be admissible unless the Government medical officer concurs with the practitioner that leave is necessary ; and

(*b*) that, when the Government servant has travelled by a route other than the cheapest or shortest, travelling allowance shall be admissible for the route actually used if the medical officer of Government certifies that the Government servant could not, without grave risk of aggravating his complaint, have travelled by the cheapest or shortest route ;

Note 1.—A certificate from the Government medical officer to the effect that the Government servant was required to appear before him should accompany the claim to the travelling allowance.

Note 2.—The countersignature should ordinarily be obtained from the nearest medical officer of Government.

(*iii*) When a Government servant is required under the orders of the Head of his office to obtain the countersignature of a medical board on officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate he may draw travelling allowance for the journey.

547. The journeys contemplated by Rules 543 and 546 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice.

Note.—Controlling officers must take care that undue advantage is not taken of the privilege accorded by Rules 543 and 546. If the absence of the invalid Government servant from his station be prolonged, he should be required to take leave on Medical Certificate.

548. A probationary chaplain who is compelled to make a journey in order to obtain from a medical board the health certificate which he must produce before confirmation in Government service may draw travelling allowance for the journey.

549. (*a*) A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board or officer, draw his actual travelling expenses, subject to a maximum of the amount of mileage allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board or officer, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of the public service and that he did not voluntarily ask to retire.

(*b*) Heads of Departments may allow actual expenses, as limited by clause (*a*) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension; provided that they are satisfied that the circumstances of the applicant are such as to justify the concession.

550. Except as provided in Rules 546, 548 and 549, no travelling allowance is admissible for a journey undertaken in order to appear before a medical board.

551. Travelling allowance under Rules 543, 546, 548 and 549(*a*) should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

552. Travelling allowance at the ordinary rates may be paid to officers who are obliged to undertake a journey in order to obtain the certificate of physical fitness which is required to be attached to an application for a commission in the Indian Army Reserve of Officers. The expenditure on this account should be debited, when paid, to His Majesty's Government through the Controller of War Accounts.

SECTION XX—JOURNEY IN ATTENDANCE ON AN INCAPACITATED GOVERNMENT SERVANT OR AN INSANE PATIENT.

553. If a Government servant, under the advice of a civil surgeon or other medical officer of Government whose duty it is to attend him professionally, is required to travel to a presidency town or elsewhere, either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him

to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour and if he is not a Government servant, shall be entitled to actual expenses.

554. If a Government servant, entitled to free medical relief, is seriously ill, and the local Medical Officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Surgeon General to depute another Medical Officer for the purpose of consultation; and if an officer is so deputed, Government will bear his travelling expenses.

555. An overseer, nurse, or other person, attending on or escorting an insane patient, should, when travelling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels *plus* three-fourths of the fare of the class in which he is ordinarily entitled to travel. The Superintendent of the Mental Hospital should certify in each case that it was necessary for the patient and his attendant to travel by the particular class of carriage for which travelling allowance is claimed and give the reasons.

SECTION XXI—JOURNEY ON A COURSE OF TRAINING.

556. Except where it is otherwise expressly provided in this section, when a Government servant or a student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw—

(*a*) travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place;

(*b*) in the case of training at a school, college, or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations; and

(*c*) travelling allowance for journeys during the course of training;

provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training. When long stays are involved, travelling allowance for halts should not be sanctioned as a rule for more than ten days, unless the place is recognised as being one of a specially expensive character, in which case the amount of halting allowance granted should not exceed what the officer concerned might reasonably expect to receive by way of house or local allowance if he were permanently stationed at that place.

557. Probationary Deputy Superintendents of Police undergoing training at a Police Training School, who are not in Government service, may draw travelling allowance as second grade Government servants for all journeys they are required to undertake in connection with their training while at the Training School (*i.e.*, for appearing for examination, etc.) and for journeys to join their appointments at the termination of the period of training, but not for joining the school on their first appointment as probationers.

558. Deputy and Assistant Deputy Educational Inspectors deputed to the Training Colleges to study modern methods of teaching, and Science Teachers deputed to attend training classes in Science, may draw halting allowances for a period up to ten days.

559. Students proceeding to join the Madras Forest College, Coimbatore, should be granted travelling allowance as follows:—

(*a*) For a journey by rail or steamer a single railway or steamer fare for the class of accommodation admissible to an officer of the third grade and in addition freight of a bicycle, if actually carried by rail or steamer, and the actual transport charges on account of personal effects up to a maximum of three maunds;

(*b*) For a journey by road actual expenses subject to a limit of three annas per mile;

(*c*) While at the College, a single third class fare by rail and a single middle or second class fare by steamer for the student himself, fare for one servant if actually taken on tour, and the freight of a bicycle where necessary;

(*d*) A successful student returning from the College to the place of his appointment should be granted the travelling allowance admissible to an officer of the third grade on tour excepting daily allowance for halts on journey, and in addition the freight of a bicycle, if actually carried, and the actual charges for the transport of personal effects up to a maximum of three maunds.

Note.—The allowances mentioned in clause (*c*) shall be admissible only if they are passed by the Principal of the College.

560. (*a*) A Government servant deputed to a recognised training school to undergo a special training to render him more efficient in the performance of his duties may be allowed to draw the mileage allowance ordinarily admissible for journeys to and from the training school.

(*b*) But Government servants of the Forest Department, whether belonging to the superior or to the subordinate staff, deputed to attend an annual course of instruction at a Forest School, are considered to be transferred for the public convenience from one station to another, and may draw travelling allowance accordingly for themselves but none for their families.

Note.—Subordinate Medical Service Officers deputed to Dehra Dun to undergo X-Ray training should be allowed travelling allowance as on tour.

561. Kulkarnis who are trained in Survey at places outside their own talukas may be allowed travelling allowance at one anna and six pies a mile, subject to the condition that the amount does not exceed the actual travelling expenses incurred. They may also be given a daily allowance of annas three.

562. The journeys performed by Junior Civilians, Mukhtyarkars, and Circle Inspectors, who proceed beyond their sphere of duty for a short course in survey training, and by Mamlatdars, who leave their sphere of duty on Jamabandi audit duty, should be treated as journeys on tour.

SECTION XXII—JOURNEY TO ATTEND A DARBAR OR LEVEE.

563. A Government servant who is required to attend a Darbar or a Levèe held elsewhere than at his headquarters may draw travelling allowance for the journey as for a journey on tour.

NOTE.—A Government servant who is merely eligible for presentation at a Darbar or a Levèe is not entitled to any travelling allowance as his attendance at the function is optional.

SECTION XXIII—JOURNEY TO ATTEND SCIENTIFIC CONFERENCES OR CONGRESS SUCH AS THE INDIAN SCIENCE CONGRESS, THE BOMBAY PROVINCIAL CO-OPERATIVE CONFERENCE AND THE BOMBAY ENGINEERING CONGRESS.

564. A Government servant permitted to attend the meetings of the Indian Science Congress, the Bombay Provincial Co-operative Conference, the Bombay Engineering Congress and similar Conferences, may subject to the provisions of Rule 443 draw travelling allowance for such journeys at the rate of one single fare each way of the class by which his grade entitles him to travel and mileage allowance and daily allowance, if admissible, for the road journey together with daily allowance at the usual rate during the sittings of the Conference or Congress.

SECTION XXIV—JOURNEY TO ATTEND MEETINGS OF A COMMITTEE, COMMISSION, OR BOARD APPOINTED BY GOVERNMENT.

565. A Government servant appointed a member of a committee, commission, or board constituted by Government may draw travelling allowance as for journeys on tour.

" Part VI—Travelling Allowance admissible when means of transport are supplied without cost to the Government servant travelling.

SECTION XXV—SUPPLY OF FREE ACCOMMODATION ON RAILWAY JOURNEYS.

566. His Excellency the Governor is entitled to the exclusive use of the following accommodation :—

One saloon and one combined cooking and dining saloon on the standard gauge ; and one saloon and one combined cooking and dining saloon on the metre gauge.

When for any reason his special carriage is not available, His Excellency may reserve by requisition an inspection carriage.

567. The Secretary of State has decided that—

(*i*) in cases where the Governor travels outside his own province otherwise than (*a*) on duty, or (*b*) on joining appointment or retiring from the service and leaving India, or (*c*) when proceeding on or returning from leave, the special accommodation assigned to a Governor when he travels on duty should, if practicable, be placed at his disposal and he should be required in return to pay four first-class fares for the journey—that is, the cost of reserving a first class compartment. Such payment should be regarded as covering the fares of all persons travelling in the special

accommodation, and public revenues should bear only the difference between the cost of haulage of the saloon and the fares which the Governor would be required to pay. For the purposes of this decision "the cost of haulage" means the cost of haulage by an ordinary train and not by a special train engaged for the purpose;

(*ii*) when a Governor's wife travels within her husband's province unaccompanied by her husband the special accommodation should, if practicable, be made available to her, and the journey should be treated in the same way as if performed by the Governor, that is, the whole cost should be defrayed from public revenues;

(*iii*) the entire cost of a journey undertaken by a Governor's wife outside her husband's province and unaccompanied by him must be borne by the Governor himself.

NOTE.—These orders are applicable with effect from the 4th March 1926.

568. Government may grant to any Government servant the general right to reserve by requisition an inspection carriage when travelling by railway on tour. Of the Government servants to whom these rules apply such sanction has been given in the case of the Commissioner in Sind for rail journeys within his jurisdiction.

569. Government may grant to any Government servant the general right to reserve by requisition an ordinary first class carriage of two compartments or a saloon when travelling by railway on duty, provided that a six or eight wheeled saloon shall not ordinarily be requisitioned when a four-wheeled saloon is available and can be attached to the train by which the Government servant wishes to travel. Of the Government servants, to whom these rules apply, this right has been granted to the following officials:—

(*a*) Members of the Executive Council,

(*b*) Ministers.

570. Government may grant to any Government servant or class of Government servants the general right to reserve by requisition an ordinary first class compartment when travelling by railway on duty. Of the Government servants, to whom these rules apply, this right has been granted to the following officials:—

(*a*) Commissioner in Sind when travelling beyond his jurisdiction,

(*b*) The President of the Legislative Council,

(*c*) Judicial Commissioner of Sind,

(*d*) An Additional Judicial Commissioner of Sind deputed by the Judicial Commissioner to proceed on a tour of inspection.

571. The Superintendents of Railway Police are authorised to requisition a reserved carriage for journeys by railway within their jurisdiction.

572. (*a*) When for any reason an inspection carriage or a first class carriage, as the case may be, is not available for the use of a Government servant empowered under Rule 568 or 569, he may reserve by requisition an ordinary first class compartment.

(*b*) Such a Government servant may, for any journey, at his option, reserve by requisition a first class compartment in lieu of an inspection or first class carriage.

573. It is open to the officers to obtain the accommodation they are entitled to either by requisition or by purchase of the necessary number of tickets for cash according to their convenience. The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Board. When the reserved accommodation is obtained by the purchase of a prescribed number of tickets from the railway, no further payment should be made to the railway in compliance with this rule for other persons travelling with the officer. The sum due from the officer on this account will be deducted in his travelling allowance bill from the amount which would otherwise be payable to him as travelling allowance. The following certificate signed by the officer should be appended to his travelling allowance bill :—

Certified that.....persons besides myself, for whom.....$\frac{\text{full}}{\text{half}}$ fares were payable by me, travelled with me.

574. When a Government servant travels in a carriage reserved by requisition, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

575. The issue of free passes for journeys by railway is regulated by rules made in this behalf by the Railway Board.

SECTION XXVI—TRAVELLING ALLOWANCE ADMISSIBLE WHEN THE WHOLE OR PART OF THE MEANS OF CONVEYANCE IS SUPPLIED WITHOUT CHARGE.

Sub-Section (i)—Journeys by Railway.

576. The travelling allowance admissible to a Government servant who makes a journey by railway in accommodation reserved by requisition is prescribed in sub-section (*iv*) of section IX and elsewhere in these rules.

577. When a Government servant is entitled to or is allowed free transit by railway, otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in cases covered by Rule 463, be reduced by the amount of the fare which, but for such free transit he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

578. When a Government servant in receipt of permanent travelling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the railway fares which he would have paid if he had not travelled on a pass.

579. When a Government servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

580. A Government servant travelling with a free pass or performing journey by a ballast train, trolley, or light engine on an unopened line of railway is entitled to the travelling allowance prescribed in Rule 585 as limited by Rule 588. The same rules regulate the grant of travelling allowance for a journey by trolley on an opened line, provided that the Government servant certifies on the travelling allowance bill that the work for which the journey was performed could not have been accomplished had the journey been made by train, and provided the countersigning officer countersigns this certificate in token of his accepting it as correct.

Sub-Section (ii)—Journeys by Sea or River Steamer.

581. When a Government servant travels by sea or river, otherwise than on payment of passage money, in a vessel the cost of which is paid by Government or by a local fund, he may draw no travelling allowance except the daily allowance of his grade ; provided that, when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw in addition the actual cost of transporting them.

582. When a Government servant is allowed free transit by sea or river, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

This rule does not apply to cases in which a Government servant is allowed a free pass by a steamship company without cost to Government, unless the free pass is issued in connection with his official status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.

583. Head warders and warders in the Jail Department when proceeding on leave, may be granted free railway and steamer tickets not oftener than once in three years to and from their homes.

NOTE.—The discretionary powers of sanctioning motor fares instead of railway and steamer tickets when the former are cheaper has been delegated to the Inspector General of Prisons.

584. Head constables and constables, including those of the Bombay City Police Force and those of the Aden Police, when proceeding on leave may be granted free railway and steamer tickets not oftener than once in three years to and from their homes. They may also be granted this concession when proceeding to their homes on retirement or on leave preparatory to retirement provided they have not enjoyed it during the preceding three years.

NOTE.—The discretionary powers of sanctioning motor fares instead of railway and steamer fares when the former are cheaper has been delegated to the Inspector General of Police, the Commissioner of Police, Bombay, and the Political Resident at Aden.

584-A. Attendants employed at the Mental Hospital at Hyderabad in Sind, who have been recruited from outside the province of Sind, may be granted free railway passes, once in three years, when proceeding on leave to their homes.

Sub-Section (iii)—Other Journeys.

585. Except where otherwise expressly provided in this section, when on a journey, other than a journey by railway or by sea or river-steamer, a Government servant uses a means of locomotion provided at the expense of Government, a Local Fund, or an Indian State, and does not pay the cost of its use or propulsion, he is entitled to travelling allowance as follows :—

(*a*) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.

(*b*) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, if the conditions of Rule 451 or 457 are fulfilled, exchange his daily allowance for half the mileage allowance calculated for the journey, and draw in addition the mileage allowance admissible for any part of the journey made by other means of locomotion.

586. When a Political Officer travelling on duty in a motor car supplied by an Indian State is required to make a payment to the State for the recurring expenses of the car, it will be made by Government at a rate not exceeding 6 annas a mile quite apart from the travelling allowance of the officer which will be calculated under Rule 585.

587. When a Government servant is provided with means of locomotion as in Rule 585, but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as Government may fix.

588. The provisions of Rules 585 and 587 do not apply to—

(*a*) a Government servant of the fourth grade ;

(*b*) Government servants who are provided with elephants required for the conduct of professional operations and not for their private use ; and

(*c*) Government servants mentioned in Appendix XLI (pages 396 to 397).

589. A Government servant who travels by a motor car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions :—

(*a*) If he travels by the motor car more than 20 miles in one day, he may draw for the first 20 miles the mileage allowance of his grade and for the remainder of the journey three-fourths of such mileage allowance.

(*b*) If he combines with a journey by the motor car a road journey by other conveyance, he may draw the mileage allowance admissible for the first 20 miles or for the journey by other conveyance whichever is greater, and for the remainder of the journey three-fourths of such mileage allowance.

(*c*) If he combines with a journey by road, whether made wholly or partly in the motor car, a journey by railway or steamer, he may draw mileage allowance for the journey by railway or steamer in addition to the allowances admissible under clauses (*a*) and (*b*) of this rule for the journey by road.

590. The chauffeur of a motor car supplied at the expense of Government, when making a journey by road in the motor car in his charge, may draw travelling allowance under the provisions of Rule 585 (*a*) if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence he is entitled to no travelling allowance.

Part VII—Grant of Travelling Allowance to persons who are not in the Civil Service of the Crown.

Section XXVII—Government Servants in Military Employ.

591. Except as provided in Rule 592, the travelling allowance admissible to Government servants in military employ is governed by military regulations.

592. When a commissioned Indian military officer of the regular forces, the military police, or the militia, whether on the active or the retired list, is invited to attend a Darbar or Levée at a place other than that at which he is stationed or has his residence, Government will grant him travelling allowance for the journey subject to the following limits :—

(*a*) For the journey from his station or place of residence to the place at which the Darbar or Levée is held, and thence back to his starting point, single railway and steamer fares actually paid and actual travelling expenses for journeys by road subject to the maximum admissible to a Government servant of the first grade.

(*b*) For halts at the place at which the Darbar or Levée is held a daily allowance of Rs. 4½.

Section XXVIII—Other Persons.

593. Honorary Organizers of Co-operative Societies, who are divided into three classes, are entitled to travelling allowance at the rates mentioned below against each :—

(1) Divisional Organizers.	Honorary	At the rate admissible to Government servants of the First Grade.
(2) District Organizers.	Honorary	Mileage at the rate admissible to Government servants of the Second Grade ; daily allowance at the rate of Rs. 4-8-0.

(3) Assistant (Taluka) Honorary Organizers.	Mileage at the rate admissible to officers of the Third Grade on pay Rs. 99; daily allowance at the rate of Rs. 1-8-0.

NOTE.—Honorary Organizers of Co-operative Societies are authorised to include charges on account of tolls and ferries in their travelling allowance bills.

594. The Registrar of Co-operative Societies is authorised to permit Honorary Organizers of Co-operative Societies to travel beyond their jurisdiction and draw travelling allowance as on tour.

595. A non-official member of a Divisional Board is entitled to travelling allowance as shown below :—

(*i*) For journeys by rail—one second class fare.

(*ii*) For journeys by road of over five miles—the cost of one seat in a public conveyance if actually incurred.

(*iii*) When travelling by road in his own conveyance—mileage at the rate admissible under Rule 414 to second grade officers when using their own conveyances : provided that, when the journey is one for which only railway fare is admissible under the travelling allowance rules, only one second class railway fare should be allowed.

596. An Honorary Magistrate, not being a Government servant, may, when employed on Government work under the orders of a District Magistrate or a Sub-Divisional Officer at a distance exceeding five miles from his headquarters, or when the Bench which he attends is situated at a similar distance from his residence, draw for journeys by railway one and three-quarters second class fare and for journeys by road the mileage allowance admissible to Government servants of the second grade. When similarly employed he may draw daily allowance at Rs. 4½ subject to the conditions applicable in the case of Government servants on tour.

596-A. The Honorary Lecturers to the prisoners in the Nasik Road Central Prison are allowed to draw actual conveyance charges for their journeys from Nasik to the Prison and back subject to a maximum of Rs. 3 per visit.

596-B. A conveyance allowance of Rs. 2 per mensem is allowed to the Municipal Vaccinator, Thana, for attending weekly at the N. M. Mental Hospital at Naupada, Thana, to undertake vaccination work.

597. (1) When any person, not being a Government servant, is required to attend a meeting of a Commission of Inquiry or of a Board, Conference, or Committee, or is required to perform any public duties in an honorary capacity, a competent authority may grant him travelling allowance as follows :—

(*a*) If he attends as a witness he is entitled to—

(*i*) a return railway fare for the class of accommodation by which a person of his status would normally travel, and

(*ii*) to road mileage and daily allowance at the rates prescribed for Government servants who travel by rail in the class of accommodation deemed suitable for him under sub-clause (*i*).

The status of the witness for the purpose of sub-clause (*a*) (*i*) and (*ii*) above shall be determined according to the discretion of the Secretary of the Commission, Board, Conference, or Committee subject to the final decision of the President in cases of doubt.

(*b*) If he attends as a member, or while performing other public duties in an honorary capacity, he shall be entitled to—

(*i*) one first class return fare by rail *plus* one third class return fare, and

(*ii*) road mileage and daily allowance on the scale applicable to officers of the first grade.

NOTE 1.—Notwithstanding anything contained elsewhere in these rules daily allowance for the purpose of sub-clauses (*a*) and (*b*) above shall be admissible only for any day on which a member or witness is required on the business of the committee to halt at a place, which is not the place where his permanent residence is situated.

NOTE 2.—The third class fare for a servant shall be admissible only if a certificate to the effect that a servant actually travelled is attached to the travelling allowance bill.

(2) The travelling allowance admissible under the provisions of sub-clause (*a*) of clause (1) may be granted to a non-official witness appearing to give evidence on behalf of a Government servant whose conduct is the subject of a departmental enquiry if—

(*i*) the Government servant clears himself, and

(*ii*) the officer presiding at the enquiry certifies that the evidence given by the witness was of material value, or

(*iii*) for exceptional reasons, which must be recorded, the officer conducting the enquiry recommends departure from conditions (*i*) and (*ii*) above.

NOTE.—The status of the witness for the purpose of sub-clause (*a*) of clause (1) shall be determined by the Presiding officer whose decision shall be final.

(*c*) A menial servant at a dispensary, who is not a Government servant, may, when required to accompany the medical officer in charge for the purposes of a *post-mortem* examination, be allowed the travelling allowance admissible to a Government servant of the fourth grade, provided that the necessity for the journey on the part of the menial is determined and certified by the Civil Surgeon of the district concerned.

Part VIII—Controlling Officers.

SECTION XXIX—SIGNATURE ON TRAVELLING ALLOWANCE BILLS.

598. Government will declare what authority shall be the controlling officer for travelling allowance purposes of each Government servant or class of Government servants, and may declare that any particular Government servant shall be his own controlling authority. The orders hitherto issued are contained in Appendix XLII (pages 398 to 406).

NOTE.—The travelling expenses of His Excellency the Governor and of his household are paid out of the contract allowance for household charges.

599. Except as provided in Rule 600, no bill for travelling allowance, other than a bill for permanent travelling allowance, shall be paid unless it be signed or countersigned by the controlling officer of the Government servant who presents it.

NOTE.—The controlling officer should see that the nature of the public duty is briefly but definitely stated in the column headed "Purpose of journey" on the travelling

allowance bill. The term "On public duty" is too vague and applies equally to all Government servants on all occasions. Something like the following—"Inspection," "Examination of Record," "Local Investigation," etc., etc.,—should be stated in order to indicate the nature of the public duty that necessitated the journey.

600. The following classes of Government servants may present bills for travelling allowance without the countersignature of the controlling officer :—

(*a*) Chaplains ; provided that the bill is accompanied by an order authorising the journey over the signature of—

(*i*) the Bishop or Commissary of the diocese, in the case of a chaplain of the Church of England, or

(*ii*) the Presidency Senior Chaplain, in the case of a chaplain of the Church of Scotland.

(*b*) Non-gazetted Government servants ; provided that detailed and countersigned bills are subsequently submitted to the audit officer for adjustment.

601. Excepting the Commissioner in Sind, no controlling authority may delegate to a subordinate his duty of countersignature.

NOTE 1.—The signature of the Personal Assistant should be regarded as the signature of the controlling officer. In this case there is no question of delegating power. The power is exercised by the controlling officer himself, and his Personal Assistant is not a subordinate authority to whom he can re-delegate any power vested in him, but is merely a member of his establishment who disposes of business in accordance with the traditions and rules of the office.

NOTE 2.—The officers mentioned in the list given below should be held eligible to countersign Travelling Allowance bills as Personal Assistants to the Controlling officers mentioned against their names.

Designation of the Officer.	*Controlling Officer.*
GENERAL DEPARTMENT.	
Personal Assistant to Surgeon General with the Government of Bombay.	Surgeon General with the Government of Bombay.
Deputy Director of Public Instruction ..	Director of Public Instruction.
Personal Assistant to the Educational Inspector, Northern Division.	Educational Inspector, Northern Division.
Personal Assistant to the Educational Inspector, Central Division.	Educational Inspector, Central Division.
Personal Assistant to the Educational Inspector, Bombay Division.	Educational Inspector, Bombay Division.
Personal Assistant to the Educational Inspector in Sind.	Educational Inspector in Sind.
Assistant Director of Public Health, Central Registration District (whenever he acts as Personal Assistant to the Director of Public Health).	Director of Public Health.
REVENUE DEPARTMENT.	
Personal Assistant to the Commissioner in Sind.	Commissioner in Sind.
Personal Assistant to the Director of Agriculture.	Director of Agriculture.
Deputy Superintendent, Civil Veterinary Department, Bombay Presidency.	Superintendent, Civil Veterinary Department, Bombay Presidency.

Designation of the Officer.	*Controlling Officer.*
REVENUE DEPARTMENT—*contd.*	
Personal Assistant to the Registrar of Co-operative Societies.	Registrar of Co-operative Societies.
Deputy Commissioner of Excise ..	Commissioner of Excise.
Deputy Superintendent of Salt and Excise, Karachi, and Personal Assistant to the Superintendent of Salt and Excise, Sind.	Superintendent of Salt and Excise, Sind.
Personal Assistant to the Chief Conservator of Forests, Bombay Presidency.	Chief Conservator of Forests.
Personal Assistant to the Collector of Karachi.	Collector of Karachi.
Personal Assistant to the Collector of Ahmedabad.	Collector of Ahmedabad.
Personal Assistant to the Collector of Kaira.	Collector of Kaira.
Personal Assistant to the Collector of the Panch Mahals.	Collector of the Panch Mahals.
Personal Assistant to the Collector of Thana.	Collector of Thana.
Personal Assistant to the Collector of Poona.	Collector of Poona.
Personal Assistant to the Collector of Satara.	Collector of Satara.
POLITICAL DEPARTMENT.	
(1) First Assistant Political Resident (2) Second Assistant Political Resident	Political Resident, Aden.
Huzur Deputy Political Agent ..	Political Agent, Mahi Kantha.
HOME DEPARTMENT.	
Personal Assistant to Inspector General of Police.	Inspector General of Police.
Personal Assistant to Deputy Inspector General of Police, Criminal Investigation Department.	Deputy Inspector General of Police, Criminal Investigation Department.
The Superintendent, Sind Criminal Investigation Department, and Personal Assistant to the Deputy Inspector General of Police for Sind.	Deputy Inspector General of Police for Sind.
Deputy Commissioner of Police for the Port of Bombay.	Commissioner of Police, Bombay.
Registrar of the Court of the Judicial Commissioner of Sind.	Judicial Commissioner of Sind.
Home Inspectors of Police ..	Superintendents of Police.
The Registrar, Presidency Magistrates' Courts, Bombay.	Presidency Magistrates.

NOTE 3.—During the absence of a District Judge from his headquarters, the Senior Assistant Judge, or when there is no Assistant Judge, the First Class Subordinate Judge in charge of the Sadar station, should be held eligible to countersign as Personal Assistant to the District Judge.

NOTE 4.—Such of the Deputy Superintendents of Police as may be in charge of the offices of the District Superintendents of Police in addition to their own sub-divisions should also be held eligible to countersign as Personal Assistants to the District Superintendents of Police.

SECTION XXX—DUTIES AND POWERS OF CONTROLLING OFFICERS.

602. It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill:—

(*a*) to scrutinise the necessity, frequency, and duration, of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;

(*b*) to scrutinise carefully the distances entered in travelling allowance bills;

(*c*) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable; and to disallow any claim which in his opinion does not fulfil this condition; and

(*d*) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance.

NOTE.—The responsibility for not drawing travelling allowance twice for the same journey lies *primarily* on the drawing officer himself, who, if he keeps proper office copies, should be able to satisfy himself that no claim is preferred twice; and *secondly* on the controlling officer, who should satisfy himself that he has not already passed a prior claim for the same journey. To discharge this duty satisfactorily controlling officers should maintain a manuscript register of bills passed by them containing information on the following points in respect of each bill:—

(1) month of claim,

(2) district,

(3) name of person for whom travelling allowance is claimed,

(4) dates of journey.

Explanation.—These orders do not apply to the Public Works Department where in every district the journeys of each man are to be recorded in a travelling allowance form for the calendar month which is submitted to the Executive or Superintending Engineer, as the case may be, for examination and approval of the claims.

SECTION XXXI—GENERAL.

603. Hours of journeys should be entered in travelling allowance bills in the manner followed in railway time tables, *i.e.*, running from 0 to 24. Thus 7 a.m. should be denoted by the figure 7; 12 noon by 12; 8 p.m. by 20, and so on.

604. Administrative Departments of the Secretariat should report to the Finance Department any representations made by the Accountant General with reference to the orders issued by them in the matter of travelling allowance and any measures taken by them in consequence of such representations.

CHAPTER XIII—DEPUTATION OUT OF INDIA.

605. No Government servant may be deputed on duty outside India without the specific sanction of Government. When a Government servant is so deputed his pay and allowances shall be regulated as follows :—

He shall receive—

(*a*) full pay for the entire period of absence from India ; provided that a Government servant of non-Asiatic domicile on deputation in the British Isles shall receive three-fourths of his Indian pay only ; and

(*b*) compensatory allowances in accordance with such special or general orders as Government may prescribe from time to time.

NOTE 1.—Rules regulating the grant of compensatory and travelling allowances will be found in Appendix XLIII (pages 407 to 408).

NOTE 2.—Under no circumstances should an officer be placed on deputation outside India when the requirements of the case would be met sufficiently by the grant of study leave.

NOTE 3.—The sterling equivalent of the pay granted under clause (*a*) to a Government servant during deputation shall be calculated at such rate of exchange as the Secretary of State in Council may have prescribed in the case of deputation of officers of All-India Services.

606. A Government servant placed on deputation whilst on leave out of India may at his option elect one of the following alternatives :—

(*a*) he may continue to consume leave in which case he may be granted an honorarium equal to $\frac{1}{6}$th of his Indian pay during the period of deputation, or

(*b*) he may interrupt his period of leave and take the remainder of the leave granted to him on the expiry of his period of deputation.

In both cases he will be eligible for the compensatory allowance specified in Appendix XLIII (pages 407 to 408) during the period of deputation if he can show that he is put to extra expense through being placed on duty. He will also draw the travelling allowance admissible under Rule 7 of Appendix XLIII (pages 407 to 408) in respect of necessary journeys on duty, but he will not be eligible for a return passage to India under Rule 3 of that Appendix.

607. (*i*) The Commissioner in Sind, the Inspector General of Police, the Commissioner of Police, Bombay, and the Political Resident, Aden, may depute a police officer of and below the rank of Inspector to any country outside India to accompany or take charge of criminals or lunatics or on any other business which is part of his duty as a police officer.

(*ii*) The Surgeon General may depute mental hospital overseers and attendants to take charge of or accompany patients proceeding to any country outside India.

608. The period of deputation runs from the date on which the Government servant makes over charge of his office in India to the date on which he resumes it, or, if the Government servant is on leave out of India at the time he is placed on deputation, the period of the deputation is the time actually occupied by the duty.

CHAPTER XIV—COMBINATION OF APPOINTMENTS.

609. A Government servant may be appointed to hold substantively, as a temporary measure, or to officiate in, two or more independent posts at one time. In such cases his pay is regulated as follows :—

(*a*) The highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post ;

(*b*) for each other post he may be permitted to draw such reasonable pay, in no case exceeding half the presumptive pay excluding overseas pay of the post, as Government may fix ; and,

(*c*) if a compensatory allowance is attached to one or more of the posts, he draws such compensatory allowance as Government may fix, provided that such allowance shall not exceed the total of the compensatory allowances attached to all the posts.

NOTE 1.—This rule requires that such pay as may be considered reasonable in the circumstances may be given. Half the presumptive pay of the post is not therefore to be regarded as the amount normally permissible.

NOTE 2.—For delegation of power to Heads of Departments to fix the pay and allowances of officers holding additional posts see Appendix I (pages 213 to 239).

NOTE 3.—For amounts of additional pay admissible under the orders of Government in cases where the officer is unable to discharge adequately the duties of the second post see Appendix XLIV ((pages 409 to 412).

NOTE 4.—As a rule a Government servant in charge of two or more posts shall be regarded as holding them substantively or in an officiating capacity, as the case may be, and his pay and allowances shall be regulated according to this rule and the Delegation Schedule under this Chapter. When a Government servant is not in a position to discharge adequately and with full responsibility the duties of the second post he shall be appointed merely to be in charge of the current duties of the second post and his aggregate pay shall not exceed the pay drawn in respect of the first post *plus* special pay at the rates laid down in Appendix XLIV, or in cases not provided for in that Appendix, at a rate not exceeding 1/10th of the pay of the second post.

610. No additional remuneration is admissible to a Government servant officiating for another Government servant in addition to his own duties, for ten days or less.

611. An officer appointed to officiate in a post subordinate to him in addition to his own duties, is not, save in exceptional circumstances, entitled to any additional remuneration, as it is undesirable that an officer doing the work of his subordinate in addition to his own should get any extra allowance for the additional work.

612. A Huzur Deputy Collector may not draw permanent travelling allowance and tentage for doing the duties of an Assistant or District Deputy Collector in addition to his own, the nature of which renders it impossible for him to fulfil the purpose, for which these allowances are granted. But a District Deputy Collector temporarily placed in charge of the duties of Huzur Treasury Officer may continue to draw the permanent travelling allowance and tentage attached to his permanent post.

CHAPTER XV—LEAVE.

SECTION I—EXTENT OF APPLICATION.

613. Unless in any case it be otherwise distinctly provided, the rules in this Chapter apply to all Government servants to whom the Bombay Civil Services Rules as a whole apply; provided that it shall be open to any person, who at the time when these rules come into force is subject to the leave rules of the Civil Service Regulations, to exercise the option of remaining under those rules within six months of the date on which the Bombay Civil Services Rules come into force, or, if the Government servant be on leave on that date, within six months of his return from leave. Every Government servant who does not make such a declaration will be deemed to become subject to the Leave Rules contained in sections I to V of this Chapter. The option once exercised will be final.

NOTE.—The Special Leave Rules and the Ordinary Leave Rules, as applicable to Government servants who are in Government service when they become subject to these rules, reproduce the substance of the Special and Ordinary Leave Rules of the Fundamental Rules. Should any change to their disadvantage be made in them, Government servants in the service of Government when these rules come into force will be given the option of remaining under the rules as drafted when they become subject to them.

614. Leave is earned under sections I to V of this Chapter by a Government servant holding substantively a permanent post in civil employ or holding a lien on such a post.

NOTE.—A Government servant who has been detached for other duty and whose lien on his substantive post has been suspended under Rules 19 and 21 continues to earn leave under these rules.

615. Leave is earned by duty only. For the purpose of this rule a period spent in foreign service counts as duty if contribution towards leave-salary is paid on account of such period.

616. A military officer, other than a military commissioned officer in civil employ, remains subject to military leave rules.

617. Unless in any case it be otherwise expressly provided by or under these rules, a Government servant transferred to a service or post to which these rules apply from a service or post to which they do not apply is not ordinarily entitled to leave under these rules in respect of duty performed before such transfer; but a Government servant reverting from duty as Judge of a High Court, or as one of the officers specified in Rule 766 below, may count such duty for leave as though it were duty performed in a vacation department, all leave taken during the service concerned being treated as taken under these rules.

618. (*a*) If a Government servant, who quits the public service on compensation or invalid pension or gratuity, is re-employed and if his gratuity is thereupon refunded or his pension held wholly in abeyance, his past services thereby becoming pensionable on ultimate retirement, he may, at the discretion of the authority sanctioning the re-employment and to such extent as that authority may decide, count his former service towards leave,

(*b*) A Government servant who is dismissed or removed from the public service, but is reinstated on appeal or revision, is entitled to count his former service for leave, unless the appellate or reviewing authority declares that he shall not so count it in whole or in part.

SECTION II—GENERAL CONDITIONS.

619. Leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

620. Leave should not be granted to an extent which would deplete the strength of a service or department available for duty below the essential minimum.

621. Where the cadre of a service includes provision for appointments under the Government of India, particular care should be taken to see that the needs of that Government are properly complied with. The case of officers who apply for leave on average salary in India should be taken into special consideration, for, as they can be readily recalled if necessary, they stand on a different footing from officers who are out of convenient reach.

622. When a Government servant applies for repeated grants of medical leave within short intervals, the attention of the Medical Board should be drawn to his case with a view to their carefully considering the term of absence necessary for his complete recovery.

623. Any leave, other than special disability leave, admissible under these rules may be granted to a non-gazetted Government servant by the authority whose duty it would be to fill up his post if it were vacant or by any other competent authority.

624. No leave may be granted to a gazetted Government servant until a report as to the admissibility of the leave has been obtained from the audit officer.

625. On the receipt of such a report any leave, other than special disability leave, admissible under these rules may be granted to a gazetted Government servant by a competent authority.

626. A Government servant in foreign service in India may be granted by his employer leave for a period not exceeding four months, provided that it is certified by the Account Officer to be admissible. Leave of longer duration may be granted by the authority who sanctions the transfer.

627. As a general rule the duties of a Government servant absent on leave for a period not exceeding four months should be discharged by another Government servant in the same station or district. Only in exceptional cases, where there is no Government servant available on the spot, can the transfer of a Government servant from another station or district to officiate in consequence of a Government servant being on leave not exceeding four months in duration be allowed. In the case of posts held by members of the Indian Civil Service, if a member of that service is not available on the spot, a provincial service officer should be placed in charge of the vacant post.

628. Formal joining of duty at the end of leave with the intention of taking other leave within a few days should not be permitted. The principle on which the requirements of this rule should be enforced is that no deliberate or intentional evasion of the rule should be permitted; but so long as this condition is satisfied it is left to the discretion of the authority granting the leave to grant or refuse it, as may seem proper in each case.

629. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. When joining time is allowed to a Government servant returning from leave out of India, the last day of his leave is the day before the arrival of the vessel, in which he returns, at her moorings or anchorage in the port of debarkation. The circumstances in, and the conditions on, which Sundays or other recognised holidays may be prefixed or affixed to joining time are defined in Rules 630 to 635 below.

630. When the day immediately preceding the day, on which a Government servant's leave begins, or immediately following the day, on which his leave or joining time expires, is a holiday or one of a series of continuous holidays, the Government servant may leave his station at the close of the day before, or return to it on the day following, such holiday or series of holidays; provided that:—

(*a*) his transfer or assumption of charge does not involve the handing or taking over of securities or of monies other than a permanent advance;

Exception.—Forest officers holding no securities or monies other than cash balances are exempted from the operation of this proviso.

(*b*) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties, account being taken in this connection only of the substitute who takes the place of the absent officer and not of all the officers in the chain of arrangements arising from the officer's absence on leave; and

(*c*) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence, or in the discharge from Government service of a person temporarily appointed to it.

NOTE.—On condition that the departing Government servant remains responsible for the monies in his charge Government may declare that proviso (*a*) under this rule is not applicable to any particular case.

631. Unless Government in any case otherwise direct—

(*a*) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the first day after the holidays, and

(*b*) if holidays are affixed to leave or joining time, the leave or joining time is treated as having terminated on, and any consequent rearrangement of pay and allowances takes effect from, the day on which the leave or joining time would have ended if holidays had not been affixed.

632. Holidays cannot be prefixed to joining time.

633. " Vacation " is a holiday for the purpose of Rule 630 above with the limitations that vacation can be prefixed to leave only if the substitute takes over charge at the end of the vacation, and an absentee may affix vacation to leave only if his substitute is transferred on the expiry of the leave so as not to be on duty in the absentee's post during any portion of the vacation. Vacation may either be prefixed or affixed to leave but may not be both prefixed and affixed, nor may it be interposed between two periods of leave.

Such extra days as the 28th to 30th December on which offices are allowed by executive order to be closed in continuation of holidays are also recognised as holidays for the purpose of Rule 630 for officers not in charge of a treasury.

634. For Government servants serving in Sind, who, on return from leave, tranship without landing into the Karachi mail steamer at Bombay, the port of debarkation is Karachi.

635. Sunday should be considered as a *dies non* for Chaplains proceeding on leave, and they should be allowed the benefit of that day like other servants of Government provided the other conditions in the above rules are fulfilled.

636. (*a*) When a Government servant combines vacation with leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note.—The foregoing clause of this rule is not applicable to officers mentioned in exceptions (1) and (2) under Rule 738 (*b*) when vacation is combined with such leave on average pay not exceeding four months as may be taken by itself.

(*b*) When a Government servant combines vacation with leave, the period of vacation shall be reckoned as leave in calculating the maximum period of continuous absence from duty on leave granted otherwise than on medical certificate which is prescribed in Rule 736 (*d*).

Note.—The period of leave on average pay granted to a Government servant under the ordinary leave rules, in combination with vacation should be limited so that the total period of leave on average pay and vacation does not exceed four months (which may extend to six months under the note to Rule 736 (*b*) unless the period of absence after the first four months—whether it is leave or vacation period—is supported by medical certificate or is spent elsewhere than in India or Ceylon.

637. When vacation is combined with leave on average pay exceeding four months by officers belonging to a vacation department but treated as serving in a non-vacation department, the vacation shall be included in calculating the period of the first four months of leave on average pay for which no maximum limit of leave salary is prescribed under Rule 759.

638. A Government servant on leave may not take any service or accept any employment without obtaining the sanction of Government.

Note.—This rule does not apply to casual literary work, or to service as an examiner or similar employment; nor does it apply to acceptance of foreign service which is governed by Rule 107.

639. All orders recalling a Government servant to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the Government servant is entitled to no concession. If it is compulsory, he is entitled :—

(*a*) If the leave from which he is recalled is out of India,—

(*i*) to receive a free passage to India ; and, provided that he has not completed half the period of his leave by the date of leaving for India on recall, or three months, whichever period is shorter, to receive a refund of the cost of his passage from India ;

(*ii*) to count the time spent on the voyage to India as duty for purposes of calculating leave ; and

(*iii*) to receive leave-salary during the voyage to India, and for the period from the date of landing in India to the date of joining his post to be paid leave-salary at the same rate, at which he would have drawn it, had he not been recalled but returned in the ordinary course on the termination of his leave.

(*b*) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance for the journey, but to draw until he joins his post leave-salary only.

Note.—Orders recalling an officer from leave out of India should be communicated to him officially through the High Commissioner for India. The orders of recall should state clearly whether the return is optional or compulsory.

640. No Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in such form as Government may prescribe. The authority granting the leave may require a similar certificate from any Government servant who has been granted leave for reasons of health even though such leave was not actually granted on a medical certificate.

Note.—The term Government servant applies to a permanent Government servant only.

641. A Government servant who has taken leave in Asia on medical certificate may not return to duty until he has produced a medical certificate of fitness in the following form :—

"I, A. B., do hereby certify that I have examined C. D. of the Department and that I consider him fit to resume his duties in Government service."

If the Government servant on leave is a gazetted officer, such certificate should be signed by a commissioned medical officer or a medical officer in charge of a civil station. If the Government servant on leave is not a gazetted officer the authority under which the Government servant will be employed on return from leave may, in its discretion, accept a certificate signed by any registered medical practitioner.

642. (*a*) The following form of certificate should be produced on return from leave by a Government servant on leave on medical certificate out of Asia elsewhere than in Europe, North Africa, America, or the West Indies :—

" We certify that we have carefully examined C. D. of the Department and find that he is in good health and fit to return to his duty in India."

Date

Place

The certificate should be signed by two medical practitioners. If signed by foreigners, it should be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

(*b*) The form to be used by a Government servant on leave out of Asia in Europe, North Africa, America, or the West Indies will be supplied to him by the High Commissioner on application.

643. When a Government servant who has been granted leave for reasons of health proceeds to Europe, North Africa, America, or the West Indies, the authority which granted the leave shall inform the High Commissioner whether a certificate of fitness is required under the second sentence of Rule 640. Medical examination of female Government servants may either be dispensed with or a certificate signed by any female medical practitioner may be accepted. The medical reports shall be regarded as confidential.

644. Unless he is permitted to do so by the authority which granted his leave, a Government servant on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

645. A Government servant who remains absent after the end of his leave is entitled to no leave-salary for the period of such absence, and that period will be debited against his leave account as though it were leave on half average pay, unless his leave is extended by Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of Rule 22.

646. If the leave ends on a working day but is overstayed, any authorised holiday occurring before the Government servant rejoins should be counted as part of the time overstayed.

647. Leave granted under the Military Leave Rules to officers in civil employ is subject to the limitations and conditions prescribed in Army Regulations, India, Volume II. In cases where an extension becomes necessary and is admissible, the procedure specified in paragraph 234-A, Army Regulations, India, Volume II, must be followed. Officers overstaying the period of leave granted them, should be dealt with under the provisions of paragraph 216 (*i*), (*ii*), or (*iii*) *ibid* according to the circumstances of the case.

648. Subject to any instructions which may be given by the Governor-General in Council in connection with the control of the issue of money from treasuries or by the Auditor General in India in order to

secure efficiency and uniformity of audit, Government may make rules prescribing the procedure to be followed,—

(*i*) in making application for leave and for permission to return from leave,

(*ii*) in granting leave,

(*iii*) in the payment of leave-salary, and

(*iv*) in the maintenance of records of service.

649. The leave account required by Rule 731 shall be maintained in $\frac{\text{B. C. S. R. Form 8}}{\text{F. R. Form 9}}$ in Appendix XLV (pages 413 to 428) in the case of Government servants under the special leave rules and in $\frac{\text{B. C. S. R. Form 9}}{\text{F. R. Form 9A}}$ in Appendix XLV in the case of those under the ordinary leave rules.

650. (*a*) The leave account of a gazetted Government servant shall be maintained by, or under the direction of, the principal auditor responsible for the audit of his pay.

(*b*) The leave account of a non-gazetted Government servant shall be maintained, and the entries therein attested, by the head of the office in which he is employed.

651. Except as provided in Rules 652 and 653 an application for leave or for an extension of leave must be made through the intermediate departmental superiors (if any) to the authority competent to grant such leave or extension.

652. An application for leave by a Chaplain of the Church of England must be forwarded through the proper channel to the Bishop of the Diocese, whether such Bishop is or is not competent to grant the desired leave.

653. An application by a commissioned medical officer in permanent or temporary civil employ for leave exceeding four months, other than leave on medical certificate, or for an extension of such leave, must be submitted to the local administrative medical officer, by whom it will be forwarded to the Director-General, Indian Medical Service. The Director-General will countersign the application, if the state of the public service admits of the grant of the leave; otherwise he will abstain from countersigning it. In either case he will forward the application for disposal to the Government under which the applicant is serving.

654. (*a*) Leave is granted to a Chaplain of the Church of Scotland attached to a Regiment in the same manner as to officers of the corps with which he is serving, subject to recommendation by the Presidency Senior Chaplain, through whom applications should be forwarded. Whenever the proposal submitted by the Presidency Senior Chaplain in forwarding the application shows that arrangements cannot be made within the Presidency to fill the vacancy, the Lieutenant-General Commanding should, before sanctioning the leave, ascertain from Government that there is no objection to the leave being granted. Otherwise he can dispose of the application without further reference. The title to leave should be ascertained by the Controller of Military Accounts in consultation with Civil Audit Officers.

(*b*) The leave of such a Chaplain appointed to a station is granted by Government and notified in their Gazette.

655. Applications for leave from Military Officers in civil employ, whether they are subject to Military Leave Rules or Civil Leave Rules, should be submitted to Government through the Civil Audit Officer, who audits the pay of the officers going on leave. No leave should be sanctioned to such an officer before a report is received from the Civil Audit Officer, who may, if he considers it necessary, consult the Controller of Military Accounts in charge of the officer's record of pension service before certifying the admissibility of the leave and specifying the leave-salary.

NOTE.—The Civil Department, when forwarding the application for leave from a Military Officer holding an officiating appointment, should intimate whether the officer will revert to the Military Department in the event of the leave being granted.

Exception.—The leave applications of the Military Secretary and Aides-de-Camp to His Excellency the Governor will be forwarded to Government through the Controller of Military Accounts, Southern Command and Poona District, to whom a copy of the Government notification granting leave will be forwarded when the leave is notified.

656. When a Military Officer subject to the Military Leave Rules applies for leave of absence on medical certificate, he should communicate his intention to his immediate departmental superior when he sends in his application.

657. A Government servant transferred to foreign service must, before taking up his duties in foreign service, make himself acquainted with the rules or arrangements which will regulate his leave during such service.

658. A Government servant in foreign service in India should submit his application for leave for a period not exceeding four months to his employer through the Audit Officer concerned. If the period is in excess of four months, he should submit the application through his employer to the authority competent to grant the leave along with the Audit Officer's report thereon.

659. Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties. In such cases the opinion that the Government servant is permanently unfit for Government service should be recorded in the medical certificate.

660. Every certificate of a medical committee or a medical officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it shall be deemed to be evidence of a claim to any leave not admissible to the Government servant under the terms of his contract or of the rules to which he is subject.

661. Subject to the provisions of Rules 671 and 672 before a gazetted Government servant can be granted leave or an extension of leave on medical certificate, he must obtain a certificate in the following form or as nearly in that form as the circumstances permit :—

"I, A. B., Surgeon at (*or* of) do hereby certify that C. D. of the service (or Department) is in a bad state of health, and I solemnly and sincerely declare that according to the best of my judgment a period of absence from duty is essentially necessary to his recovery, and do therefore recommend that he may be granted months leave."

This certificate should be accompanied by a statement of the Government servant's case in B. C. S. R. Form 10 in Appendix XLV (pages 413 to 428).

662. Having secured the certificate mentioned in Rule 661 the Government servant must, except in cases covered by Rule 670, obtain the permission of the head of his office or, if he himself is the head of an office of the head of his department, to appear before a medical committee. He should then present himself with two copies of the statement of his case before such a committee.

663. There shall be a medical committee for each revenue division, for Aden, and for Bombay City, meeting respectively at Karachi, Ahmedabad, Poona, Belgaum, Aden and Bombay.

664. (*i*) A Government servant serving outside the limits of Bombay City and Bombay Suburban Division shall normally be required to appear before the Medical Committee constituted under Rule 663 for the Revenue Division in which he is serving, but, when the Head of his Department or office is satisfied that it will be more convenient, either to Government or the Government servant, that the latter should appear before the committee constituted for another Division or for Bombay, he may request the Commissioner of that Division or the Collector of Bombay respectively to convene a committee, at the same time sending a copy of his request to the Commissioner of the Division in which the Government servant is serving.

(*ii*) A Government servant serving in Bombay, or within the limits of the Bombay Suburban Division, shall be required to appear before the Board constituted for Bombay City.

665. The committee referred to in Rule 663 shall consist of three qualified medical men, of whom one shall be the Civil Surgeon at the divisional headquarters station, the Presidency Surgeon, or the Civil Surgeon, Aden, as the case may be, who shall also be Chairman.

666. On receipt of intimation from the Head of a Department or office that a Government officer requires to be examined by the Medical Committee the Commissioner of the Division, the Collector of Bombay, or the Political Resident, Aden, as the case may be, shall arrange through the Civil or Presidency Surgeon for the assembly of the Medical Committee.

667. The fee payable to a Medical Officer in military employ or a private practitioner shall be Rs. 15 for each meeting of a medical committee whether its business is concluded in one or more days.

668. Before the required leave or extension of leave can be granted the Government servant must obtain from the committee constituted under Rule 663 a certificate to the following effect:—

"We do hereby certify that, according to the best of our professional judgment after careful personal examination of the case, we consider the health of C. D. to be such as to render leave of absence for a period of ——— months from ——— (date) to ——— (date) from the date of relief absolutely necessary for his recovery."

669. Before deciding whether to grant or refuse the certificate, the committee constituted under Rule 663 may in a doubtful case detain the applicant under professional observation for a period not exceeding fourteen days. In that case it should grant to him a certificate to the following effect:—

"C. D. having applied to us for a medical certificate recommending the grant to him of leave, we consider it expedient, before granting or refusing such a certificate, to detain C. D. under professional observation for——days."

670. If the state of the applicant's health is certified by a commissioned medical officer of Government or by a medical officer in charge of a civil station to be such as to make it inexpedient for him to present himself at any place in which a committee can be assembled, the authority competent to grant the leave may accept in lieu of the certificate prescribed in Rule 668 either:—

(*a*) a certificate signed by any two medical officers being commissioned medical officers or medical officers in charge of civil stations, in whatsoever province they may be serving; or,

(*b*) if the authority considers it unnecessary to require the production of two medical opinions, a certificate signed by an officer in medical charge of a civil station and countersigned by the Collector of the District or the Commissioner of the Division.

671. In cases in which heads of offices are satisfied that the grant of leave to a gazetted Government servant on account of illness is necessary, a certificate from the Civil Surgeon of the District in the following form will suffice:—

"I, A.B., Civil Surgeon_____District, do hereby certify, after careful personal examination of the case, that according to the best of my professional judgment, Mr._____

_____of the $\frac{\text{Department}}{\text{Service}}$ is suffering from _____

and I consider that leave of absence for a period of_____months

from_____to _____
(date) (date)

_____
from the date of relief

is absolutely necessary for the recovery of his health."

672. Gazetted Government servants serving in places outside district headquarters may be granted leave on medical certificate on the strength of a certificate of a registered medical practitioner countersigned by the Civil Surgeon of the District, who may visit the patient if for any reason he considers this course advisable. This rule will only apply when the Government servant requiring leave is too ill, or unable for other reasons regarded as sufficient by his immediate superior, to come to headquarters to undergo examination by the Civil Surgeon.

673. The grant of a certificate under Rules 668, 670, 671 or 672 does not in itself confer upon the Government servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.

674. An application by a non-gazetted Government servant in superior service for leave, or for an extension of leave, on medical certificate, must be accompanied by a certificate from the applicant's medical attendant. Such certificate should distinctly state the nature of the illness, its symptoms, probable duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is in a Presidency town; otherwise, by the officer in chief medical charge of the district in which the applicant resides. The authority competent to grant the leave may, however, in its discretion accept a certificate from the applicant's medical attendant without such countersignature; or if the applicant be a female, may either dispense with countersignature or accept the countersignature of any female medical practitioner. The possession of a certificate such as is prescribed in this rule does not in itself confer upon the Government servant concerned any right to leave.

NOTE.—Certificates of medical men who have been registered under the Medical Acts, or under the Bombay Medical Act, VI of 1912, or the respective Medical Registration Acts of the several Indian Provincial Governments, should ordinarily be accepted by heads of offices, provided the certificates are in B. C. S. R. Form 11 or 12 as laid down in Appendix XLV (pages 413 to 428), unless for special reasons countersignature is considered desirable. Certificates from medical men who are not so registered should not be accepted without countersignature.

675. No certificate should be submitted for countersignature without the cognisance of the head of the office in which the applicant is serving.

676. The countersigning officer may in his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey. In the latter case the officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit.

677. In support of an application for leave, or for an extension of leave, on medical certificate from a non-gazetted Government servant in inferior service the authority competent to grant the leave may accept such certificate as it may deem sufficient.

678. Leave will be sanctioned to a gazetted Government servant only after its admissibility has been certified by the Audit Officer who has been auditing his pay.

679. Before leave is sanctioned to a non-gazetted Government servant, the authority competent to grant the leave should either consult the leave account referred to in Rule 731 or his service book, as the case may be, and satisfy himself that the leave is admissible or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account or the service book.

680. In the case of a Government servant on foreign service leave should not be sanctioned until the Audit Officer who is responsible for the recovery of the leave and pension contribution has certified the amount of leave and the leave-salary admissible.

681. In cases where all applications for leave cannot in the interests of the public service be granted, an authority competent to grant leave should in deciding which application should be granted take into account the following considerations :—

(*a*) The Government servant who can for the time being best be spared.

(*b*) The amount of leave due to the various applicants.

(*c*) The amount and character of the service rendered by each applicant since he last returned from leave.

(*d*) The fact that any such applicant was compulsorily re-called from his last leave.

(*e*) The fact that any such applicant has been refused leave in the public interests.

682. When a medical committee in India has reported that there is no reasonable prospect that a particular Government servant will ever be fit to return to duty, leave should not necessarily be refused to such Government servant. It may be granted, if due, by Government on the following conditions :—

(*a*) If the medical committee is unable to say with certainty that the Government servant will never again be fit for service in India, leave not exceeding twelve months in all may be granted. Such leave should not be extended without further reference to a medical committee.

(*b*) If the medical committee declares the Government servant to be completely and permanently incapacitated for further service in India, the Government servant should, except as provided in clause (*c*) below, be invalided from the service, either on the expiration of the leave already granted to him, if he is on leave when examined by the committee, or, if he is not on leave, from the date of the committee's report.

(*c*) A Government servant declared by a committee to be completely and permanently incapacitated may in special cases be granted leave, or an extension of leave, not exceeding six months, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the Government servant's breakdown in health has been caused in and by Government service, or when the Government servant has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for pension.

683. Leave should not be granted to a Government servant who ought at once to be dismissed or removed from Government service for misconduct or general incapacity.

684. If, in a case not covered by Rule 683, Government decides before a Government servant, whom it has the power to remove from service, departs from India on leave that he shall not be permitted to return to duty in India, it must inform him to that effect before he leaves.

685. If, when a Government servant is about to depart from India on leave, it is necessary to consider the propriety of removing him for incapacity, whether mental or physical, which is of such a nature that it is impossible to decide, before he leaves India, whether it will be permanent or temporary; or if for any reason it is considered inexpedient that a Government servant on leave should return to India, the High Commissioner should be informed of the circumstances at least three months before the end of the Government servant's leave to enable him to take any necessary measures before the Government servant would in the ordinary course be permitted to return to duty.

686. When any Government servant is granted leave on medical certificate, the authority granting the leave should specify the fact in its order to enable the Audit Officer to make the necessary entry in the leave-salary certificate.

687. The abolition of an appointment of an officer absent on leave out of India should be immediately communicated to the Secretary of State.

688. When leave on medical certificate has been granted to a Government servant, or in the case of a military officer in civil employ where the grant of such leave has appeared in orders, if such Government servant or military officer proposes to spend his leave in Europe, North Africa, America, or the West Indies, a copy of the medical statement of the case will be forwarded by Government to the High Commissioner for India.

689. Every Government servant proceeding on leave out of India should procure from the audit officer and take with him a copy of the Memorandum of information issued for the guidance of Government servants proceeding on leave out of India [See Appendix XLVI (pages 429 to 434)]. If the leave has been granted on a medical certificate, he must take a copy of the medical statement of his case also.

690. A Government servant taking leave out of India must, if so required by the audit officer, report his embarkation to that officer in $\frac{\text{B. C. S. R. Form 6}}{\text{F. R. Form 7}}$ in Appendix XLV (pages 413 to 428) from the first port at which the vessel touches.

691. The following instructions should be observed in the cases of officers proceeding on leave out of India:—

(*i*) Officers about to proceed on leave out of India should apply to the Accountant General for issue of a last pay certificate.

(*ii*) All Heads of Offices should furnish the Accountant General, as soon as an officer proceeds on leave out of India, with the information required for the preparation of leave-salary certificates, especially in the case of non-gazetted Government servants.

(*iii*) All Departments of the Secretariat should see that orders regarding the grant of leave are issued promptly.

692. Leave-salary is payable in India after the end of each calendar month.

693. A gazetted Government servant on leave in India may draw his leave-salary at any office of payment in India; but he cannot begin to draw it without producing a leave-salary certificate in $\frac{\text{B. C. S. R. Form 2}}{\text{F. R. Form 2}}$ in Appendix XLV (pages 413 to 428) from the audit officer who audited his pay before he proceeded on leave. If during leave he desires to change the office at which he receives the payment of his leave-salary, he should obtain a new certificate from the audit officer within whose jurisdiction his leave-salary was last paid.

694. If a gazetted Government servant signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government or some other well-known and trustworthy person. If he draws his leave-salary through an authorized agent, the agent, whether he has or has not the power of attorney, must either furnish a life certificate as aforesaid or execute a bond to refund overpayments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate. It should be noted that the production of a life certificate is not required when leave-salary is drawn through agents who have executed a general bond of indemnity with Government for drawing the leave-salary, pension, etc., of their constituents. A list of the agents in the Bombay Presidency who have given such bonds of indemnity is given in Appendix XLVII (page 435).

NOTE 1.—A Government servant or any other individual cannot be constituted an "agent" for the purposes of this rule.

NOTE 2.—The proper stamp duty upon bonds executed under this rule is that chargeable upon indemnity bonds according to the First Schedule of the Indian Stamp Act II of 1899.

695. The provisions of Rules 693 and 694 apply also to gazetted Government servants who spend their leave out of India but reside in Asia and who have to draw their leave-salary in rupees in India under Rule 761.

NOTE.—A certificate of residence should be furnished to the audit officer by Government servants who draw their leave-salary at the rupee-rate.

696. The leave-salary of a non-gazetted Government servant on leave in India, or on leave out of India when he desires to draw his leave-salary in India under Rule 761, can be paid only at the treasury where his pay is drawn and under the signature of the head of his office, who is responsible for any overcharge.

697. (*a*) A Government servant proceeding on leave out of India and intending to draw his leave-salary while on leave should obtain a leave-salary certificate from the Audit Officer who audited his pay before he proceeded on leave—

(1) in $\frac{\text{B. C. S. R. Form 2}}{\text{F. R. Form 2}}$ in Appendix XLV (pages 413 to 428) if he intends to draw his leave-salary at the Home Treasury; or

(2) in the shape of a leave-salary warrant in $\frac{\text{B. C. S. R. Form 13}}{\text{Form No. I}}$ in Appendix XLV (pages 413 to 428) if he is proceeding to a Colony and intends to draw his leave-salary there.

(*b*) If during any period of leave on average pay a gazetted Government servant wishes under the provisions of Rule 761, to draw his leave-salary in India, a separate leave-salary certificate should be issued in respect of that period under the provisions of Rule 693.

698. When a Government servant proceeds out of India on leave other than extraordinary leave, the Audit Officer who audits his pay will, as soon as the leave is gazetted or otherwise notified, send him a letter in $\frac{\text{B. C. S. R. Form 3}}{\text{F. R. Form 4}}$ with enclosures in $\frac{\text{B. C. S. R. Form 4}}{\text{F. R. Form 5}}$ in Appendix XLV (pages 413 to 428) requiring him to call at his office or give the necessary information.

NOTE.—If a Government servant sent to Europe as a lunatic is granted leave, a leave-salary certificate will be prepared, if necessary, by the Audit Officer who audits his pay on the data available to him and forwarded to the High Commissioner for India at the earliest possible date.

699. If the Government servant calls at the Audit Office he will be paid up to the date of his relief and will be given a leave-salary certificate in the appropriate form as prescribed in Rule 697. In the case of Government servants proceeding to a Colony, the Colonial leave-salary warrant $\frac{\text{B. C. S. R. Form 13}}{\text{Form No. I}}$ in Appendix XLV (pages 413 to 428) will be issued in triplicate. The original bearing the Government servant's signature will be forwarded by the Audit Officer to the Colonial Authority concerned, the duplicate to the High Commissioner for India, and the triplicate will be made over to the Government servant concerned.

NOTE 1.—If the Government servant takes a certificate under clause (*b*) of Rule 697 he will not be paid up to the date of relief but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month along with the leave-salary for the rest of the month.

NOTE 2.—A Government servant may draw his vacation pay from the Home Treasury whether vacation is taken by itself or combined with other leave.

700. If the Government servant is unable to call at the Audit Office, the Audit Officer will prepare a bill for his pay and allowances from the end of the month preceding that of his making over charge to the date before his leave commences, and forward it with the leave-salary certificate to the office, at which the Government servant draws his pay, for delivery to the Government servant according to the instructions in $\frac{\text{B. C. S. R. Form 5}}{\text{F. R. Form 6}}$ in Appendix XLV (pages 413 to 428).

NOTE.—Note 1 under Rule 699 applies here also.

701. When a Government servant proceeds on extraordinary leave out of India, or on leave on average pay or half average pay out of India during which he does not propose to draw leave-salary, or when a Government servant is given a Colonial leave-salary warrant, he should be given a certificate of leave in $\frac{\text{B. C. S. R. Form 14}}{\text{Form II}}$ in Appendix XLV (pages 413 to 428). This certificate should be presented by the Government servant to the High Commissioner for India if he is on leave in Europe, North Africa, America, or the West Indies and applies for extension of leave or for permission to return to duty or for a last-pay certificate before returning to duty.

702. When a Government servant proceeding on leave to Europe is compelled to leave without a leave-salary certificate or a certificate of

leave the requisite document will be forwarded to him and a duplicate copy sent to the High Commissioner at the earliest possible date.

703. A gazetted Government servant on return from leave out of India must report his return to Government at the Secretariat, when he arrives in Bombay. If he is, however, to serve in Sind and has no time to spare in Bombay on arrival, he may report his arrival to the Commissioner in Sind. A Chaplain must report his return to the Bishop of his Diocese also.

704. A Government servant returning from leave is not entitled in the absence of specific orders to that effect to resume as a matter of course the post which he held before going on leave. He must report his return to duty and await orders. He must, if necessary, also submit to such delay as may be unavoidable in the interest of the public service.

NOTE.—Controlling officers should provide for the expected return of Government servants from leave by seeing that the Government servants to be relieved are at headquarters in due time to give over charge.

705. (*a*) Before returning to duty, a Government servant who has drawn his leave-salary in India should obtain a last-pay certificate from the Audit Officer, within whose jurisdiction his leave-salary was last paid, and deliver it to the Audit Officer who audits his pay. Without such a certificate he cannot obtain payment of any arrears of leave-salary or pay due to him.

(*b*) If he was on leave in Europe he should surrender the last-pay certificate obtained from the High Commissioner to the Audit Officer, who on the authority of this document will pay any arrears of leave-salary or pay due to him and will in exchange issue a fresh last-pay certificate addressed to the Treasury or office, at which after his return to duty the Government servant intends to draw his pay and allowances. A Government servant who has drawn his leave-salary on a warrant should surrender his copy of the warrant, which will serve as a last-pay certificate.

706. A Government servant taking leave in the British Isles must report his arrival there to the High Commissioner for India.

707. No Government servant can begin to draw leave-salary from the Home Treasury until he has presented to the High Commissioner a leave-salary certificate in such form as the Auditor-General may prescribe.

708. Leave-salary is issued from the Home Treasury monthly in arrear on the first day of each calendar month.

709. Payment will be made, at the option of the Government servant drawing leave-salary, to any of the following persons :—

(*a*) To the Government servant himself on his personal application

(*b*) To his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate duly filled up and executed. In cases where the banker has guaranteed the Secretary of State or the High Commissioner against loss consequent upon dispensation with proof of existence, a life certificate is unnecessary.

NOTE.—A supply of life certificate forms may be obtained from the High Commissioner.

(*c*) To a person who presents a payment form, comprising a receipt and a life certificate, both duly completed by the Government servant.

NOTE.—If the Government servant intimates to the High Commissioner the agency by which he desires to draw his pay, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

710. No Government servant can begin to draw leave salary from a Colonial treasury until a warrant in $\frac{\text{B. C. S. R. Form 13}}{\text{Form I}}$ in Appendix XLV (pages 413 to 428) has been issued in his favour. Such warrants will be issued in triplicate. The original, bearing the Government servant's signature, will be forwarded by the issuing authority to the Colonial authority concerned, the duplicate to the High Commissioner, and the triplicate will be retained by the Government servant. Payment of leave-salary will not be made unless the Colonial authority is in possession of the original, and the Government servant of the triplicate, of the warrant.

711. Each payment of leave-salary must be endorsed upon the back of both the original warrant and the triplicate, and an acknowledgment of receipt must be endorsed by the Government servant upon the back of both copies.

712. When no space for the entry of endorsements of payment remains upon the back of a warrant, or when a warrant is lost or destroyed, a fresh warrant will be issued by the original issuing authority on the application of the Government servant submitted through the Colonial disbursing officer.

713. If the transfer from one Colony to another of payment of the leave-salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor General in Council and to the High Commissioner.

714. (*a*) If a Government servant who is drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he can do so on production of his warrant to the High Commissioner.

(*b*) If a Government servant who is drawing his leave salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant in $\frac{\text{B. C. S. R. Form 13}}{\text{Form No. I}}$ in Appendix XLV (pages 413 to 428) from the High Commissioner who will forward the original of the warrant to the Colonial authority concerned.

(*c*) A transfer sanctioned under clause (*a*) or (*b*) of this rule must be reported by the Government servant to the Governor General in Council.

715. A Government servant absent from India on leave who desires an extension of his leave must make application for such extension not less than three months before the expiry of his leave. An application made within three months from such expiry will not be considered unless special reasons for consideration exist.

716. An application for extension of leave by a Government servant on leave in Europe, North Africa, America, or the West Indies, must be made to the High Commissioner. Unless the extension is desired on medical grounds or is for a period of not more than fourteen days, the

application must be accompanied by evidence that Government has been consulted and has no objection to the extension. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence, and then for such period only as may be necessary to obtain the orders of Government which will be sought by telegraph at the applicant's expense.

717. If a Government servant on leave in any of the localities named in Rule 716 desires on medical grounds an extension for a longer period than fourteen days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so he must, as a general rule, appear at the India Office for examination by the Board; but in special cases, and particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the British Isles and signed by foreigners must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

718. If a Government servant on leave in any of the localities named in Rule 716 desires, on grounds other than medical, an extension of leave granted on medical certificate, he must satisfy the Medical Board at the India Office, by the procedure described in Rule 717, that he has recovered his health.

719. An application for extension of leave by a Government servant on leave out of India elsewhere than in the localities named in Rule 716 must be made to the authority which granted the leave.

720. If an application made under Rule 719 is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:—

"We hereby certify that we have carefully examined C. D. of the _____ who is suffering from _____ and we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on _____, shall be extended by _____ months / weeks."

Date _____

Place _____

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it is signed by foreigners, it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

721. An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate has been issued or who has exchanged his leave-salary certificate for a warrant before leaving India, unless he produces a certificate of leave in B. C. S. R. Form 14 / Form No. II in Appendix XLV (pages 413 to 428).

722. A Government servant who is required, by or under Rule 640, to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

723. If the Government servant desiring to return is on leave in any of the localities named in Rule 716, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in Rule 717. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

724. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in Rule 716, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

725. Permission to return cannot be granted to a Government servant to whom no leave-salary certificate has been issued, or who has exchanged his leave-salary certificate for a warrant before leaving India, until he produces a certificate of leave in $\frac{\text{B. C. S. R. Form 14}}{\text{Form No. II}}$ in Appendix XLV (pages 413 to 428).

726. Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner. A last-pay certificate cannot be granted to a Government servant to whom no leave-salary certificate has been issued unless he produces a certificate of leave in $\frac{\text{B. C. S. R. Form 14}}{\text{Form No. II}}$ in Appendix XLV (pages 413 to 428). A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer his copy of the warrant, which will serve as a last-pay certificate.

SECTION III—SPECIAL AND ORDINARY LEAVE RULES.

727. (1) Except as otherwise provided in the rules in this Chapter, all Government servants of provincial and subordinate services, other than those who have exercised the option given by Rule 613 above, who are not hereinafter declared to be subject to the Special Leave Rules, shall be subject to the Ordinary Leave Rules.

(2) The following Government servants shall be subject to the Special Leave Rules, *viz* :—

(*a*) Any Government servant having at the time of his appointment his domicile elsewhere than in Asia :

Provided that no such Government servant shall be entitled to the benefits of the Special Leave Rules who, prior to such appointment, has, for the purpose of his appointment to any office under Government or of the conferment upon him by Government of any scholarship, emoluments, or other privilege, claimed and been deemed to be of Indian domicile ;

(*b*) Any Government servant having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, had been admitted to the benefits of the European Services Leave

Rules under the Civil Service Regulations, or who between the 1st January 1922 and the 24th July 1923, held a post which would have entitled him to such admission had he been subject to the Civil Service Regulations; and

(*c*) Any Government servant having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, held substantively an appointment in a department in which the attainment of a certain rank or a certain rate of pay entitled the officer to admission to the benefits of the European Services Leave Rules under the Civil Service Regulations:

Provided that such a Government servant shall only be entitled to the benefits of the Special Leave Rules when he attains that rank or rate of pay:

Provided further that the concession allowed by clause (*c*) of this rule is not admissible to a Government servant who attains such rank or rate of pay by reason of being promoted by selection from a subordinate service or post after the 24th July 1923.

Note.—A Government servant who becomes eligible for the Special Leave Rules whilst on leave under the Ordinary Leave Rules may from the date he becomes so eligible, change the balance of his leave to leave under the Special Leave Rules.

728. For the purpose of clause 2 of Rule 727 the domicile of a person shall be determined in accordance with the provisions set out in Appendix XLVIII (pages 436 to 437):

Provided that a person, who was born and has been educated exclusively in Asia and has not resided out of Asia for a total period exceeding six months, shall be deemed to have his domicile in Asia; unless in the case of a person to whom the proviso in sub-rule 2 (*a*) of Rule 727 does not apply it is proved to the satisfaction of the appointing authority that he did not have his domicile in Asia at that date.

729. No Government servant who, after his appointment to a service or post, acquires a new domicile, shall thereby lose his right to, or become entitled to admission to the benefits of the Special Leave Rules.

730. If any question arises as to the domicile of any Government servant at the time of his appointment, the decision thereon of the Secretary of State in Council in the case of persons appointed by him, or of Government in the case of persons appointed by them, shall be final.

SECTION IV—GRANT OF LEAVE.

731. A leave account shall be maintained for each Government servant subject to the special and ordinary leave rules in terms of average pay.

732. (*a*) In the leave account of a Government servant who, immediately prior to the date upon which he becomes subject to these rules, was subject to the leave rules contained in the Fundamental Rules,

there shall be credited the periods entered to his credit in the leave account maintained for him under those rules and in addition—

(*i*) if he be under the special leave rules 5/22nds of the period spent on duty subsequent to that date;

(*ii*) if he be under the ordinary leave rules 2/11ths of the period spent on duty subsequent to that date.

(*b*) In the leave account of a Government servant who, immediately prior to the date on which he becomes subject to these rules, was subject to the leave rules contained in Civil Service Regulations, there shall be credited the period of privilege leave which it would, on the date on which he becomes subject to these rules, be permissible to grant him under the rules, to which he was subject prior to that date, and in addition —

(*i*) if he be under the special leave rules,

(1) 1/12th of the period prior to that date spent on duty or on privilege leave or on subsidiary leave while subject to the Indian Service Leave Rules of the Civil Service Regulations; *plus*

(2) 1/8th of the period prior to that date spent on duty or on privilege leave or on subsidiary leave while subject to the European Leave Rules of the Civil Service Regulations; *plus*

(3) 5/22nds of the period spent on duty subsequent to that date,

(*ii*) if he be under the ordinary leave rules,

(1) 1/12th of the period spent on duty or on privilege leave or on subsidiary leave prior to that date; *plus*

(2) 2/11ths of the period spent on duty subsequent to that date.

(*c*) In the leave account of a Government servant who on entry into Government service becomes subject to these rules shall be credited

(*i*) if he be under the Special Leave Rules 5/22nds of the period spent on duty;

(*ii*) if he be under the Ordinary Leave Rules 3/22nds of the period spent on duty.

(*d*) A Government servant transferred permanently from military to civil employ is entitled to a credit to his leave account based on such portion of his military duty as under the rules for the time being in force is permitted to count for pension.

(*e*) A Government servant who is subject at the time when these rules come into force to the Indian Service Leave Rules which were in force in January 1920 is entitled to credit to his leave account in addition to the periods admissible under clause (*b*) of this rule ½rd of any period on medical certificate taken under the former rules.

NOTE 1.—When a Government servant is placed on deputation in Europe or America while on leave out of India the deputation shall unless he elects to consume leave during deputation under Rule 606 of Chapter XIII be regarded as an interruption of the leave already granted.

NOTE 2.—For leave calculator shewing the amount of leave earned under the Special and Ordinary Leave Rules see Appendix XLIX (Page 438).

733. The amount of leave debited against a Government servant's leave account is—

(*a*) the actual period of leave on average pay including any furlough on average salary taken under rules previously in force but excluding special disability leave on average pay under Rule 748 (7); and

(*b*) half the period of leave on half average pay (other than special disability leave) or on quarter average pay or of special disability leave on average pay under Rule 748 (7) (*b*).

NOTE 1.—No privilege leave taken under the former Civil Leave Rules, or by a military officer under the British or Indian Army Leave Rules before coming under civil rules, is to be debited under (*a*) above.

NOTE 2.—Under (*b*) above are to be debited—

Furlough, leave on medical certificate and special leave with allowances taken under either the European Service Leave Rules or the Indian Service Leave Rules as they stood before these rules came into force.

NOTE 3.—In cases covered by Rule 732 (*d*), the leave taken during the period of duty on which the credit to the leave account is based, is to be debited as prescribed in notes (1) and (2) above.

734. When a Government servant, who has previously been subject to the ordinary leave rules, is admitted to the benefits of the special leave rules, no change shall be made in the amount of leave previously credited and debited to his account, but he shall be entitled to the maximum amount of leave prescribed in Rule 736 (*a*) (1) (*i*).

735. The amount of leave due to a Government servant subject to the special or ordinary leave rules is the balance of leave at his credit in the leave account.

736. Leave may be granted to a Government servant under the Special and Ordinary Leave Rules at the discretion of the authority entitled to grant the leave, subject to the following restrictions :—

(*a*) The maximum amount of leave which may be granted expressed in terms of leave on average pay is

(1) in the case of a Government servant, who is already in the service of Government when he becomes subject to these Rules :—

the privilege leave which it would have been or would be permissible to grant to him under the rules, to which he was previously subject, on the date on which he became subject to the Fundamental Rules or becomes subject to these rules, as the case may be : *plus* one-eleventh of the period spent on duty subsequent to the date of *coming* under the Fundamental Rules or these rules, as the case may be, *plus*

(*i*) in the case of Government servants under the Special Leave Rules, three years, or

(*ii*) in the case of Government servants under the Ordinary Leave Rules, two and a half years ;

(2) in the case of a Government servant, who on entry into the service of Government becomes subject to these rules, one-eleventh of the period spent on duty, *plus*

(*i*) if he comes under the Special Leave Rules, three years ; and

(*ii*) if he comes under the Ordinary Leave Rules, one and a half years :

Provided that special disability leave on half average pay or on average pay under Rule 748 (7) (*a*) shall not be taken into account in calculating the maximum prescribed by this clause, and, in the case of such leave taken on average pay under Rule 748 (7) (*b*) account shall be taken of only half the period thereof.

(*b*) The maximum amount of leave on average pay, including any furlough on average salary taken under rules previously in force but excluding special disability leave on average pay under Rule 748 (7) (*a*), which may be granted is

(*i*) to a Government servant under the Special Leave Rules eight months at one time, and in all,

(1) if he is in the service of Government when these rules come into force—

the privilege leave which it would have been or would be permissible to grant to him, under the rules applicable to him prior to that date, on the date on which he became subject to the Fundamental Rules or becomes subject to these rules, as the case may be, *plus* one-eleventh of the period spent on duty since he came under the Fundamental Rules or these rules, as the case may be : *plus* one year :

(2) if on entry into Government service he becomes subject to these rules—

one-eleventh of the period spent on duty *plus* one year ;

(*ii*) to a Government servant under the Ordinary Leave Rules—

(1) if he is in the service of Government on the date these rules come into force *four* months at one time, and in all the privilege leave which it would have been or would be permissible to grant to him, under the rules applicable to him prior to that date, on the date on which he became subject to the Fundamental Rules or becomes subject to these rules, as the case may be :

plus one-eleventh of the period spent on duty since he came under the Fundamental Rules or these rules as the case may be ;

(2) if on entry into the service of Government he becomes subject to these rules, four months at one time and in all one-eleventh of the period spent on duty:

Provided

(*a*) that, in the case of a Government servant coming under the Ordinary Leave Rules who is already in Government service when he becomes subject to these rules and either takes leave on medical certificate or spends his leave elsewhere than in India or Ceylon, the maxima prescribed in sub-clause (i) of this clause shall apply :

Provided further,

(*b*) in the case of a Government servant coming under the Ordinary Leave Rules who on entry into Government service becomes subject to these rules and takes leave on medical certificate or elsewhere than in India or Ceylon, that the maximum amount of leave on average pay admissible at one time and in all shall be respectively eight months and one-eleventh of the period spent on duty *plus* six months.

Note.—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clauses (*i*) and (*ii*) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months.

(*c*) Leave not due may be granted subject to the following conditions :—

(*i*) on medical certificate, without limit of amount ; and

(*ii*) otherwise than on medical certificate, for not more than three months at any one time and six months in all, reckoned in terms of leave on average pay.

(*d*) The maximum period of continuous absence from duty on leave granted otherwise than on medical certificate is twenty-eight months.

(*e*) When a Government servant returns from leave which was not due and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

NOTE 1.—Leave not due under sub-clause (*ii*) of clause (*c*) of this rule may not be granted to a Government servant unless there is a prospect of his returning to duty and earning leave equivalent to the amount of leave not due which he has taken. In the case of a Government servant who is granted leave not due under sub-clause (*ii*) of clause (*c*) of this rule and then applies for permission to retire, the period of leave not due should be cancelled and the retirement should take effect from the date of termination of the leave at credit in the Government servant's leave account. If, however, a Government servant is granted leave under sub-clause (*i*) of clause (*c*) of this rule, and it is subsequently found that he is unfit to return to duty, he should be regarded as having retired at the expiration of the period of leave granted on the recommendation of the Medical Board.

NOTE 2.—In the case of a Government servant who exercises his option of remaining under the Pension Rules in the Civil Service Regulations any period of leave on average pay not exceeding four months, the first four months of any period of leave on average pay in excess of four months, or any longer period, to which Government servants may be entitled under the operation of the Note under clause (*b*) of this rule, shall count as privilege leave whether in the calculation of pensions, proportionate pensions, or additional pensions.

Any other period of leave during which leave-salary is drawn shall count as leave with allowances.

Leave on average pay alternating with deputation out of India should not be split up into different periods but treated as one continuous spell of leave and not more than 4 months in all should count for pension in the case of Government servants remaining subject to the pension rules contained in the Civil Service Regulations.

NOTE 3.—In the case of a Government servant on leave on 1st January 1922, who exercises his option of remaining subject to the Pension Rules contained in the Civil Service Regulations and who in the exercise of the option given in paragraph 5 of Government of India, Finance Department, letter No. 1079-C.S.R., dated 26th October 1921, cancelled the unexpired portion of his leave and took the balance of leave under the Fundamental Rules, the period of leave which shall count as privilege leave in the calculation of pensions, proportionate pensions, or additional pensions, shall be that which is credited as privilege leave in the leave account made up to 1st January 1922.

NOTE 4.—Under the provisos to sub-clause (*ii*) of this rule, if a Government servant on leave under the Ordinary Leave Rules produces a medical certificate or proceeds out of India or Ceylon during his leave, the period of leave on average pay that may be granted in excess of the period up to four months ordinarily admissible should be limited to the period actually covered by the medical certificate or spent elsewhere than in India or Ceylon, subject to the total maximum limit of eight months on average pay admissible at one time.

If leave on average pay is applied for after a Government servant has had leave on half average pay in continuation of a period of leave on average pay, either on the production of a medical certificate or on a Government servant proceeding out of India or Ceylon, the period of leave on average pay that may then be granted should be similarly limited to the period actually covered by the medical certificate or spent elsewhere than in India or Ceylon. The grant of the leave should also be so regulated that the total period of leave on average pay during that spell of leave does not exceed 8 months. In such cases the total period of leave on average pay shall be treated as one continuous spell of leave on average pay in order to determine whether the first four months of the leave should be treated as privilege leave for the purposes of pension in the case of a Government servant remaining subject to the pension rules contained in the Civi Service Regulations.

NOTE 5.—Leave not due under clause (*c*) of this rule may not be granted to a Government servant unless there is a prospect of his returning to duty and earning leave equivalent to the amount of "leave not due" which he has taken.

NOTE 6.—The limit of 28 months of continuous absence prescribed in clause (*d*) of this rule includes the period of vacation, if any, with which leave is combined.

NOTE 7.—The expression "continuous absence from duty on leave" occurring in clause (*d*) of this rule does not include absence on extraordinary leave.

737. A Vacation Department is, subject to the exceptions and to the extent stated in Rule 738, a department or part of a department to which regular vacations are allowed, during which Government servants serving in the Department are permitted to be absent from duty.

738. The following classes of Government servants serve in Vacation Departments when the conditions of Rule 737 are fulfilled :—

(*a*) Officers and menials of the Educational Department including the staffs in schools and Colleges, both Arts and Professional, *except* Administrative and Inspecting officers and their establishments ;

NOTE.—All clerks serving in Government educational institutions should be considered as belonging to a non-vacation Department. They will thus have to attend duty regularly and will not be eligible for the privilege of prefixing and affixing vacations to leave.

(*b*) All Judicial Officers subject to sections I to V of this Chapter and their office establishments including menials; *except*—

(1) District and Sessions Judges, Assistant Judges holding Appellate powers, and Joint and Additional Sessions Judges.

(2) The Judicial Commissioner and Additional Judicial Commissioners of Sind for such time as the Court of the Judicial Commissioner consists of not less than three Judges and provided that the Court's annual vacation does not exceed one month.

(3) Government servants serving on the Original and Appellate Sides of the Bombay High Court.

739. An Officer holding two appointments, of which one is in a vacation department and one is not, will not be deemed to serve in a vacation department.

740. When a doubt arises whether or not a Government servant is serving in a vacation Department the case should be reported to Government for orders.

741. A Government servant serving in a vacation Department shall be considered to have availed himself of a vacation or a portion of a vacation, unless he has been required by the general or special order of the Head of the Department to remain on duty at headquarters during such vacation or portion of a vacation, provided that, if he has been compelled by such order to remain on duty at headquarters for not less than two-thirds of the vacation, he shall be considered to have availed himself of no portion of the vacation.

742. A Government servant serving in a vacation Department, who leaves his place of duty during vacation, is liable to be recalled thereto at his own expense, except when such Government servant had been granted leave with permission to prefix or affix vacation to his leave.

743. It is the duty of the Government servant concerned to furnish a certificate to the Audit officer, along with a copy of the order of the Head of his Department, that he has not availed himself of a vacation or portion thereof unless he comes under one or other of the general classes specified below.

NOTE.—The following officers are required by general order of Government to perform duties throughout the vacations, *viz.* :—

(*i*) Judicial Officers under training;

(*ii*) Judge of the Court of Small Causes, Karachi;

(*iii*) Head clerk, Sheristedar, or Nazir, of a District Court.

744. In the case of a Government servant who is precluded from enjoying a part of the vacation by reason of his transfer the time *actually* spent in travelling from one station to another and not the full joining time admissible under the rules should be added to the period by which he has been prevented from enjoying a vacation by reason of his transfer.

745. When a Government servant is transferred from a vacation department to a non-vacation department, his period of service in the former will, for the purpose of Rule 747 (*b*), be considered to have terminated with effect from the close of the last vacation enjoyed by him. When a Government servant is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of expiry of the last vacation previous to such transfer.

746. A Government servant serving in a department to which regular vacations are allowed, who holds only an acting appointment, is not entitled to any pay for the period of vacation, if he resigns the appointment without any previous intimation from the day his office re-opens for business after the vacation. Similarly a Government servant serving in a department to which regular vacations are allowed, who joins his appointment from extraordinary leave only a day or two previous to the beginning of the vacation, is not entitled to pay for the period of vacation if he goes again on extraordinary leave without returning to duty on the re-opening of his office after vacation.

747. (*a*) Vacation counts as duty, but in the case of Government servants subject to the special and ordinary leave rules the periods of total leave in Rules 732, 736 (*a*) and 736 (*b*) should ordinarily be reduced by one month for each year of duty in which the Government servant has availed himself of the vacation. If a part only of the vacation has been taken in any year, the period to be deducted will be a fraction of a month equal to the proportion which the part of the vacation taken bears to the full period of the vacation.

(*b*) In cases of urgent necessity, when a Government servant requires leave and no leave is due to him, the periods in Rules 732 and 736 (*a*), as reduced by clause (*a*) of this rule, may be increased by one month for every two years of duty in a vacation department.

(*c*) When a Government servant combines vacation with leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 1.—The reduction by one month for each year of duty in which the Government servant has availed himself of the vacation, as required to be made under clause (*a*) of this rule, is intended to be made in respect of leave earned and vacation taken from 1st January 1922.

Thus, in the case of Government servants of vacation departments in the service of Government when these rules come into force, the leave credited to their leave account under Rule 732 will be—

(*i*) privilege leave at their credit on 1st January 1922 (*i.e.*, privilege leave earned under Article 272 or 275, Civil Service Regulations); *plus*

(*ii*) 1/8th (or 1/12th) of the period spent on duty or vacation (or privilege leave) up to 31st December 1921; *plus*

(*iii*) 5/22nds (or 2/11ths) of the period spent on duty or vacation from 1st January 1922.

From this a reduction will be made of one month for each year of duty in which the Government servant avails himself of the vacation after 1st January 1922. Similarly the total leave admissible under Rules 736 (*a*) and 736 (*b*) will be reduced by one month for each year of duty in which the vacation is taken after 1st January 1922.

Note 2.—The amount credited to the leave account under clause (*b*) above, as well as that added to the maximum under Rule 736 (*a*), should be the actual amount of additional leave taken under this rule and not the total amount theoretically permissible, *viz.*, one month for every two years of duty.

Explanation.—For the purpose of Note 2 to Rule 736, a Government servant of a vacation department who combines vacation with leave on average pay can count as service for pension only a total period of four months on each occasion.

748. (1) Subject to the conditions hereinafter specified Government may grant special disability leave to a Government servant who is disabled by injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence, to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. But Government may, if satisfied as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by a medical board to be necessary. It shall not be extended except on the certificate of a medical board, and shall in no case exceed 24 months.

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(6) Such leave shall be counted as duty in calculating service for pension, and shall not, except as provided in Rule 733 (*b*), be debited against the leave account of a Government servant subject to the Special or Ordinary Leave Rules.

(7) Leave salary during such leave shall, subject to the maxima and minima prescribed in Rules 759 and 760, be equal—

(*a*) for the first four months of any period of such leave, including a period of such leave granted under clause (5) of this rule, to average pay, and

(*b*) for the remaining period of any such leave to half average pay, or, at the Government servant's option, for a period not exceeding the period of average pay which would otherwise be admissible to him, to average pay.

(8) In the case of a person, to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this rule shall, with effect from the 1st July 1924, be reduced by the amount of compensation payable under section 4 (I) (*d*) of the said Act.

(9) The provisions of this rule apply to a civil servant disabled in consequence of service with a military force, if he is discharged as unfit for further military service, but is not completely and permanently incapacitated for further civil service; but any period of leave granted to such a person under military rules in respect of his disability shall be reckoned as leave granted under this rule for the purpose of calculating the period admissible.

749. Government may extend the application of the provisions of Rule 748 to a Government servant who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds. The grant of this concession is subject to the further conditions—

(*i*) that the disability, if due to disease, must be certified by a medical board to be directly due to the performance of the particular duty ; and

(*ii*) that, if the Government servant has contracted such disability during service otherwise than with a military force, it must be in the opinion of Government so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave ; and

(*iii*) that the period of absence recommended by the Medical Board may be covered in part by leave under this rule and in part by other leave, and that the amount of special disability leave granted on average pay may be less than four months.

750. (1) A Government servant, who has been granted special disability leave under Rule 748 and whose domicile is elsewhere than in Asia, may be granted by the authority which sanctioned the special disability leave, free passage by sea for himself, his wife, and children, to the British Isles, or to any port in Europe or in a British Colony, Dominion, or Possession, and on the conclusion of such leave return passage to India, unless he takes leave other than leave on medical certificate in continuation of special disability leave, in which case a return passage shall not be granted save with the special sanction of Government. Provided that the cost of any passages granted under this rule shall not exceed the cost of passages between India and the British Isles.

(2) Passages granted under this rule may include travel by land between port of embarkation and port of debarkation, and shall be of such class as the sanctioning authority in each case may determine.

(3) Government may extend the application of the provisions of clauses (1) and (2) to a Government servant who has been granted special disability leave under Rule 749 and whose domicile is elsewhere than in Asia, provided that it may at its discretion grant free passages to the Government servant only, or to the Government servant and his wife only.

(4) For the purpose of this rule—

(*i*) the domicile of a Government servant shall be determined in accordance with the provisions set out in Appendix XLVIII, (pages 436—437) ;

(*ii*) "child" means a legitimate child (including a step-child) residing with and wholly dependent on the Government servant, who, if a female, is unmarried, or, if a male, is under the age of 16.

751. Leave may be granted to Government servants on such terms as may be prescribed by general or special orders to enable them to study scientific, technical, or similar problems, or to undergo special courses of instruction. Such leave in the case of Government servants subject to the special or ordinary leave rules is not debited against the leave account, and will count as duty in calculating service for pension.

NOTE.—For the general orders regulating the grant of leave to Government servants for the study of scientific, technical, or similar problems, or in order to take special courses of instruction—see Appendix L [pages 439—442].

751-A. The grant of study leave to Military Assistant Surgeons of the Indian Medical Department in Military and Civil employ is governed by the rules promulgated with Government Resolution, General Department, No. 626 dated 8th June 1923 as amended from time to time.

752. (*a*) In special circumstances and when no other leave is by rule admissible, extraordinary leave may be granted. Such leave is not debited against the leave account of a Government servant subject to the Special or Ordinary Leave Rules. No leave-salary is admissible during such leave.

(*b*) The authority which has the power to sanction leave may grant extraordinary leave as in clause (*a*) in combination with, or in continuation of, any leave that is admissible, and may commute retrospectively periods of absence without leave into extraordinary leave.

(*c*) When extraordinary leave is granted to a military officer subject to these rules, he will continue to be treated as in civil employ for all purposes until he is placed on military temporary non-effective pay by the order of a medical board. If, after being placed on military temporary non-effective pay, he returns to duty in India, he will have no claim to reinstatement in civil employ.

NOTE.—Extraordinary leave without pay granted under the rules of the Civil Service Regulations will not also be debited against the leave account under Note 2 to Rule 733.

753. Leave granted to a Government servant should in no case extend more than six months beyond the date on which the Government servant must compulsorily retire or, if a Government servant is retained in service after that date, more than six months beyond the date on which he ceases to discharge his duties.

Note.—The grant of leave under this rule automatically carries with it the extension required and no formal sanction to the extension is necessary.

754. An authority competent to grant leave should not grant leave to a superannuated Government servant as a matter of course, but only in cases in which application for leave during service has actually been made and has been refused in the interests of the public service.

EXPLANATIONS.—(1) Any period of vacation included in the six months commencing from the date on which the Government servant must compulsorily retire should be treated under Rule 753 as part of the leave granted.

(2) A Government servant does not discharge his duties during vacation for the purposes of Rule 753.

755. The date on which a ministerial Government servant must compulsorily retire is ordinarily the date on which he attains the age of 60 years, but in the case of a ministerial servant who is required to retire

between the ages of 55 and 60, the date of compulsory retirement is the date from which he is required to retire. It follows from this ruling that the restriction imposed by Rule 753 does not operate in the case of a ministerial servant between the ages of 55 and 60 unless an order is passed requiring him to retire.

756. When a Government servant who is already on an extension of service applies for leave during the period of his extended service, the conditions for the grant of such leave should be the same as for the grant of leave in an ordinary case after the age of compulsory retirement.

SECTION V—LEAVE-SALARY.

757. Subject to the provisions of Rules 736, 758, 759 and 760 a Government servant on leave shall, during leave, draw leave-salary as follows :—

(*a*) if the leave is due, leave-salary equal to average pay or to half average pay, or to average pay during a portion of the leave and half average pay during the remainder, as he may elect ;

and

(*b*) if the leave is not due, leave-salary equal to half average pay :

Provided that when a non-gazetted Government servant takes leave, and—

(*i*) his pay is less than Rs. 300, or

(*ii*) the leave taken does not exceed one month, his average pay for the purposes of this rule, may be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave if this pay is greater than his average pay calculated under Rule 9 (6). But if this pay is less than his average pay then he should be allowed to draw the latter.

NOTE 1.—If an officer goes on leave directly from an officiating appointment his status and pay for the purpose of the above rule should be determined with reference to the officiating appointment.

NOTE 2.—The election given by Rule 757 is the election between the three different forms of leave-salary mentioned therein : the rule is not intended to give any choice as to the period during which the average pay or half average pay can be drawn if the officer elects the third form. In that case, leave on average pay should be taken first and should be succeeded by the period of half average pay. A Government servant should not be permitted to manipulate arrangements of leave to his own advantage.

NOTE 3.—The words "as he may elect" in Rule 757 imply election once for all and, therefore, debar a Government servant from claiming commutation of leave as of right. Government may, if so disposed, commute it retrospectively into leave of a different kind, yet a Government servant does not possess any right to insist that it should be so commuted.

758. After continuous absence from duty on leave for a period of 28 months, a Government servant will draw leave-salary equal to quarter average pay, subject to the maxima and minima prescribed in Rules 759 and 760.

NOTE.—The expression "continuous absence from duty on leave" in this rule does not include absence on extraordinary leave but includes any period of leave on quarter average pay.

759. Except during the first four months of any period of leave on average pay, leave-salary is subject to the monthly maxima shown in the following table :—

	Average.		Half average.		Quarter average.	
	Outside Asia.	In Asia.	Outside Asia.	In Asia.	Outside Asia.	In Asia.
	£	Rs.	£	Rs.	£	Rs.
Government servants subject to the special leave rules ..	200	2,000	100	1,000	60	600
Government servants subject to the ordinary leave rules ..	150	1,500	75	750	60	600

NOTE 1.—The maximum of average pay does not apply in the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, during a period equal to that for which he is entitled to privilege leave.

NOTE 2.—The maximum of average pay does not apply to a Government servant serving in a vacation department during a period of leave on average pay equivalent to one month for each year since his last leave during which he has not availed himself of the vacation, and to a proportionate fraction of a month during which he has taken a part only of the vacation; provided that, in the case of a Government servant who is transferred with leave to his credit from a non-vacation to a vacation department, Government shall decide, on the first occasion on which he takes leave after such transfer, the period not exceeding four months for which the maximum limit of leave-salary shall not be applied to him.

760. Subject to the condition that the leave-salary of a Government servant shall in no case exceed his average pay, leave-salary is subject to the monthly minima shown in the following table :—

	Half Average.		Quarter Average.	
	Outside Asia.	In Asia.	Outside Asia	In Asia.
	£	Rs.	£	Rs.
Government servants subject to the special leave rules	33	333	16½	166
Government servants subject to the ordinary leave rules	25	250	12½	125

NOTE.—The minima specified above apply only when leave is taken or extended out of India.

761. (1) That portion of leave-salary which represents overseas pay drawn in sterling shall be paid in all cases in sterling.

(2) Subject to the provisions of sub-rule (1) leave-salary shall be drawn in rupees, if due in respect of leave spent in Asia, and in sterling, if due in respect of leave spent out of Asia :

Provided that—

(*a*) in the case of leave on average pay not exceeding four months, or of the first four months of such leave if it exceeds four months, leave-salary due in respect of any portion of such leave which is spent in Asia may, if the officer proceeds out of Asia during the currency of such leave, or within one month of its termination, be drawn in sterling and leave-salary due in

respect of any portion of such leave spent out of Asia may be drawn in rupees; and

(*b*) in the case of leave of any other description, or of periods of leave on average pay after the first four months of such leave, if the amount of such leave spent in Asia prior to embarkation does not in all exceed one month, leave-salary in respect of the whole of such leave may be drawn in sterling.

(3) Leave-salary drawn in rupees shall be drawn in India, or, in the case of a Government servant who spends his leave in Ceylon, in Ceylon.

(4) Leave-salary drawn in sterling shall be drawn in London, or, at the Government servant's option, in any British Dominion or Colony which the Secretary of State in Council may by order prescribe for the purpose, provided that the officer spends his leave in the Dominion or Colony, in which he has elected to draw his leave-salary. But, if leave-salary due in respect of any portion of leave out of Asia and payable to the Government servant in sterling remains undrawn for no fault on his part, Government may authorise the undrawn amount to be paid in India at such rate of exchange as the Secretary of State in Council may by order prescribe.

(5) Leave-salary shall be converted into sterling at such rate of exchange as the Secretary of State in Council may by order prescribe.

762. Where a rule made by the Secretary of State for India in Council regarding payments or recoveries refers to a rate of exchange which the Secretary of State for India in Council may by order prescribe, that rate shall, until further orders, be the rate notified by the Controller of the Currency for telegraphic transfers from Calcutta on London on the 20th of the month preceding that in which the payment or recovery is made. Leave-salary expressed in rupees, if paid at the Home Treasury or in a Colony where the standard of currency is gold, shall be converted into sterling at this rate. The rate of exchange is subject to the following minima :—

(*a*) in respect of leave-salary due for the first four months of a period of leave on average pay 1*s.* 4*d.* per rupee;

(*b*) in respect of all other leave-salary 1*s.* 6*d.* per rupee.

763. Leave-salary may be drawn in sterling in the following British Dominions and Colonies :—

Dominion, Colony or Protectorate, etc.	Designation of paying officer.
Bahamas ..	Receiver-General, Nassau.
Barbados (and all other West Indian Islands except Jamaica).	Colonial Treasurer, Barbados.
Bermuda ..	Command Paymaster, Army Pay Office, Bermuda.
British Guiana ..	Colonial Secretary, Georgetown.

Dominion, Colony or Protectorate, etc.	Designation of paying officer.
British Honduras	Treasurer, Belize.
Egypt*	Command Paymaster, Army Pay Office, Cairo.
Falkland Islands	Treasurer, Stanley.
Fiji	Colonial Treasurer, Suva.
Gambia	Treasurer, Bathurst.
Gibralter	Command Paymaster, Army Pay Office, Gibralter.
Gold Coast	Treasurer, Accra.
Jamaica	Command Paymaster, Army Pay Office, Jamaica.
Kenya	Treasurer, Nairobi.
Malta	Command Paymaster, Army Pay Office, Malta.
Mauritius	Command Paymaster, Army Pay Office, Mauritius, or Colonial Secretary, Port Louis.
New South Wales	Accountant, Commonwealth Sub-Treasury Sydney.
New Zealand	Commissioner of Pensions, Wellington.
Nigeria	Treasurer, Lagos.
Northern Rhodesia	The Treasurer, Livingstone.
Nyasaland	Treasurer, Nyasaland Protectorate, Zomba.
Queensland	Accountant, Commonwealth Sub-Treasury, Brisbane.
St. Helena	Colonial Treasurer, St. Helena.
Sierra Leone	Command Paymaster, Army Pay Office, Sierra Leone.
Somaliland	Treasurer, Somaliland Protectorate, Berbera.
South Australia	Accountant, Commonwealth Sub-Treasury, Adelaide.
South Rhodesia	Treasurer, Salisbury.
Tanganyika	Treasurer, Dar-es-Salaam.
Tasmania	Accountant, Commonwealth Sub-Treasury, Hobart.
Uganda	Treasurer, Entebbe.
Union of South Africa	Chief Pensions Officer, Pretoria.
Victoria	Secretary, Commonwealth Treasury, Melbourne.
Western Australia	Accountant, Commonwealth Sub-Treasury, Perth.

NOTE.—An officer residing in Canada or Newfoundland takes payment from the Home Treasury, remittance being effected, under arrangements made by the India Office, through the Bank of Montreal.

* So long as a British Pay Office exists in Egypt.

764. The rupee and sterling maxima and minima prescribed in Rules 759 and 760 shall be applied to leave-salaries paid respectively in rupees and in sterling.

765. A compensatory allowance should ordinarily be drawn only by a Government servant on duty, but a Government servant on leave or on average pay may continue to draw compensatory allowance or a portion thereof in addition to leave-salary during the first four months of his leave only under the general or special orders of Government.

EXPLANATION.—Compensatory allowances cannot be drawn during any period of leave which is not leave on average pay.

SECTION VI—SPECIAL CONCESSIONS.

766. The following provisions apply to such holders of the posts specified below as are not members of the Indian Civil Service.

1. The Chief Judge, Small Causes Court, Bombay.
2. The Administrator General and Official Trustee, Bombay.
3. An Additional Judicial Commissioner of Sind.

Such Government servants are entitled to leave on the terms which apply to Judges of High Courts by rules made under Section 104 of the Government of India Act, subject however to the following modifications namely :—

(*a*) their leave salary shall not exceed, while on ordinary furlough or on subsidiary leave, half average pay, and while on furlough on full allowance, average pay ; and

(*b*) the holders of posts which have not been declared by Government to belong to a vacation department are entitled, in lieu of the leave credited to the furlough account of a High Court Judge under the rules made under Section 104 because of his having been detained on duty as a Vacation Judge, to a credit in their leave account of a period equal to 1/11th of the period of active service performed.

767. The law officers specified below are entitled to leave as follows :—

(*a*) if they were appointed before 24th July 1923 to leave according to the special leave rules ;

(*b*) if they were appointed on or after 24th July 1923 leave under the special or ordinary leave rules according as their domicile is non-Asiatic or Asiatic respectively ;

Provided that their pay as Government servants is fixed at a definite rate and their whole time is retained for the service of Government :—

An Official Trustee or Assignee.

A Receiver of a High Court.

An Officer of the High Court holding a post which by law can be held by a Barrister only.

A clerk of the Crown.

A Government Solicitor.

768. Government may grant to military officers in civil employ who remain subject to military leave rules and to non-commissioned officers in civil employ :—

(*i*) Leave on average pay for four months at a time, not exceeding, in all, one-eleventh of the period of duty performed since the date on which he became subject to this rule, *plus* the privilege leave which it would on that date be permissible to grant to him under the rules applicable to his case before that date :

Provided that, if privilege leave under military rules has been taken in any calendar year, duty counting for leave on average pay will not commence until the beginning of the following year or the expiry of six months after the conclusion of such leave, whichever is earlier, but in any case will not commence from a date prior to that on which he became subject to this rule.

(*ii*) Any leave, other than privilege leave, admissible under military rules, either alone or in combination with leave on average pay.

Note.—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clause (*i*) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months.

(*iii*) The total period of leave should be regulated by the limits in force under the military rules to which the officer is subject.

(*iv*) Leave may be retrospectively commuted by the authority which granted it into any other kind of leave which was admissible to the officer concerned at the time when it was granted :

Provided that, except in the case of an officer holding substantively a permanent post for a fixed term, no leave under clause (*ii*) of this rule may be granted to an officer unless Government is prepared to re-employ him immediately upon the termination of the leave :

Provided also that, in the case of an officer holding substantively a permanent post for a fixed term, leave under clause (*i*) may be granted so as to extend beyond the expiry of such term, if the leave has been applied for in sufficient time before the expiry of the fixed term and refused owing to the exigencies of the public service.

769. Except so far as they are inconsistent with the terms of his contract the leave admissible to a Government servant engaged on contract shall be regulated in accordance with the rules set forth in Appendix LI (pages 443 to 444) to this Manual.

SECTION VII—MATERNITY AND HOSPITAL LEAVE, MEDICAL LEAVE TO SEAMEN, AND LEAVE EARNED BY TEMPORARY, NON-CONTINUOUS, AND PART-TIME SERVICE.

770. Rules 770 to 773 and Rules 774 to 777 respectively regulate the grant of—

(*i*) maternity leave to female Government servants, and

(*ii*) hospital leave on account of ill-health to members of subordinate services specified in these rules, whose duties expose them to special risk of accident or illness.

Such leave is not debited to the leave account of Government servants subject to the special or ordinary leave rules.

771. A competent authority may grant to a female Government servant maternity leave on full pay for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.

772. Power to grant maternity leave to female pensionable Government servants is delegated to all Heads of Offices who employ them.

773. Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant be supported by a medical certificate.

774. The authority competent to grant leave may grant hospital leave to the following classes of Government servants :—

A. While under medical treatment for illness or injury, except in cases where avoidable illness or injury appears to have been caused by the carelessness or fault of the individual concerned.

(*a*) Police officers of rank not higher than that of head constable.

(*b*) Government servants of the Salt and Excise Department in Sind and of the Excise Department in the Presidency proper.

(*c*) Forest subordinates, other than clerks, in receipt of pay not exceeding Rs. 40.

B. While under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of official duties.

(*a*) Head Warders or warders, male or female, of jails, attendants of mental hospitals and matrons of the Jail Department on pay not exceeding Rs. 40.

(*b*) Government servants employed in Government Presses, whether on fixed pay or at piece rates.

(*c*) Subordinates employed in Government Laboratories.

(*d*) Subordinates employed on the working of Government machinery.

(*e*) Peons (including process servers of that class) and guards in permanent employ.

(*f*) Syces of Government stallions.

(*g*) The following hospital servants:—
Ward attendants (including dispensary servants and dressers), cooks, sweepers, bhistis and dhobis.
(*h*) Engineers of the Marine Department.

775. Hospital leave may be granted on leave-salary equal to either average or half average pay, as the authority granting it may consider necessary.

776. The amount of hospital leave which may be granted to a Government servant is limited to three months on average pay in any period of three years. Hospital leave on half average pay counts, for the purpose of this limit, as half the amount of leave on average pay.

777. Hospital leave may be combined with any other leave which may be admissible provided that the total period of leave after such combination shall not exceed 28 months.

778. Rules 779 and 780 regulate the grant of leave on account of ill-health to officers and seamen of Government vessels. Such leave is not debited to the leave account of Government servants subject to the special or ordinary leave rules.

779. A Government servant serving as an officer, warrant officer, or petty officer, on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted by a competent authority leave on leave-salary equal to full pay for a period not exceeding six weeks; provided that such leave shall not be granted if a responsible medical officer certifies that the Government servant is malingering or that his ill-health is due to drunkenness or similar self-indulgence or to his own action in wilfully causing or aggravating disease or injury.

780. A seaman disabled in the exercise of his duty may be allowed leave on leave-salary equal to full pay for a maximum period not exceeding three months, if the following conditions are fulfilled:—

(*a*) A Government medical officer must certify the disability; and
(*b*) The disability must not be due to the seaman's own carelessness or inexperience.

781. Government may grant to a temporary engineer of the Public Works Department, or to temporary gazetted officers employed in the Development Department or Development Directorate leave on such terms and with such leave-salary as it may think fit, provided that the leave and leave-salary are not in excess of those admissible to a Government servant subject to the ordinary leave rules. The terms at present admissible are reproduced in Appendix LII (page 445).

782. Leave may be granted to any other Government servant without a lien on a permanent post while officiating in a post or holding a temporary post, provided that the grant of the leave involves no expense

to Government. On this condition such a Government servant may be granted (*a*) leave on leave-salary equal to average pay up to one-eleventh of the period spent on duty, subject to a maximum of four months at a time; (*b*) on medical certificate, leave on leave-salary equal to half average pay for three months at any one time; (*c*) extraordinary leave for three months at any one time.

Note.—The condition that the grant of leave is not to involve additional expense to Government shall not apply to the following cases:—

(*a*) The temporary establishment working under the following officers in the Bombay Suburban District:—

(*i*) The Collector, Bombay Suburban District.

(*ii*) The Development Officer, Salsette.

(*iii*) The District Inspector of Land Records.

(*iv*) The Mamlatdar, South Salsette.

(*b*) Government servants employed in the office of the Director of Information.

(*c*) Government servants employed on the Lloyd Barrage and Canals Construction.

(*d*) The Government liquor shop-keepers in the Akrani area.

(*e*) The temporary establishment at the Nasik Distillery.

(*f*) Government Servants borne on the temporary establishment employed in connection with the Agricultural Development under the Lloyd Barrage scheme who have no lien on substantive appointments.

(*g*) The temporary clerk and peon under the Professor of Agricultural Economics at the Agricultural College, Poona.

(*h*) Boring overseers, Assistant Boring overseers, Fitter Mechanics, Mukadams in charge of power boring machines, Mukadams' Mates and Mukadams in charge of exploratory boring machines.

783. If a Government servant to whom Rule 782 applies is, without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave which he would have earned by his previous duty if he had performed it while holding a permanent post substantively, and debited with the amount of leave actually taken under Rule 782. Leave taken under Rule 782 is not an interruption of duty for the purpose of this rule.

784. Temporary and officiating service rendered under the Government of India or any Provincial Government, will, if followed by confirmation under the Government of Bombay without interruption of duty, be taken into account for the purpose of the leave account maintained under Rule 732 (*b*), provided that under the rules laid down by the other Government such service would have counted had the Government servant in question continued in the service of that Government without a break of service till confirmation.

785. Government servants employed temporarily in district and divisional offices, who are paid from the rate levied under Act X of 1892, are eligible for leave under the ordinary rules and not as Government servants of the class to which the above rules apply, as their service is to all intents and purposes permanent and continuous and only technically temporary in the sense that it does not qualify for pension.

786. Subordinate Judges are allowed to count as service qualifying for leave the periods whether continuous or not, during which they hold acting appointments prior to confirmation, but acting service does not count for leave on average pay unless eleven months' uninterrupted service has been rendered.

787. No leave is admissible to members of works establishment of the Public Works Department, who are engaged for the job only, and they must not be paid for any period of absence from duty.

788. Leave on average pay equal to one-eleventh of the period spent on duty may be granted to Doctors and Lady Nurses engaged in England for duty in India under agreements containing no provision for such leave.

789. A Military Hospital Assistant temporarily lent to the Civil Department may be granted leave on average pay up to one-eleventh of the period spent on duty in the Civil Department. If leave of longer duration is required, the Hospital Assistant must revert to the Military Department.

790. Leave admissible to a Government servant whose service is not continuous will be calculated in terms of average pay at 1/12th of the period spent on duty, prior to as well as subsequent to the introduction of the Fundamental Rules. The period during which such a Government servant is not employed will qualify for leave, if he was on actual duty (*i*) when he was discharged after the completion of his work and (*ii*) on the first day on which he was again re-employed.

791. Except as provided for by Rule 792 no leave on average pay is admissible to a Government servant, to whom Rule 790 applies. But subject to the exigencies of the public service the authority competent to fill up the appointment, if vacant, may grant leave on half average pay for the period due, not exceeding two years at one time, which may on medical certificate and on quarter average pay be extended for an additional period not exceeding one year.

792. Leave on average pay for a period not exceeding four months at any one time and twelve months in all may be granted to a Government servant, to whom Rule 790 applies, by the authority mentioned in the preceding rule on medical certificate or when the leave is spent elsewhere than in India or Ceylon ; and this leave may be combined with any other leave that is due ; provided that the maximum period of continuous absence from duty on leave granted otherwise than on medical certificate is 24 months.

793. The maximum amount of leave during his service which may be granted to a Government servant, to whom Rule 790 applies, is 2½ years expressed in terms of leave on average pay.

794. No leave may be granted to a Government servant, to whom Rule 790 applies, unless it is due.

795. A law officer holding one of the posts mentioned in Rule 767, if his pay is fixed at a definite rate but his whole time is not retained for the service of Government, may be granted leave as follows :—

(*a*) Leave on full pay during the vacation of the High Court, provided that no extra expense is thereby caused to Government. Such leave will be counted as duty.

(*b*) Leave on half pay for not more than six months once only in his service after six years of duty.

(c) On medical certificate, leave on half pay up to a maximum of 20 months at any one time; provided that three years of duty must intervene between any two periods of leave on medical certificate.

(d) On the conditions prescribed in Rule 752, extraordinary leave.

796. The half pay admissible under clause (*b*) or (*c*) of Rule 795 is subject to the maximum of Rs. 1,111 per mensem if the leave is spent in Asia or of £111 per mensem, if the leave is spent out of Asia. If the leave is granted owing to ill-health, the half pay will also be subject to the minimum of Rs. 250 per mensem, if paid in India, or of £25 per mensem, if the leave is spent out of Asia and leave salary is paid from the Home Treasury.

797. Leave under any one of the clauses of Rule 795 may be combined with leave under any other clause.

798. No leave, except on half pay on medical certificate, shall be granted to part-time lecturers in vernaculars.

799. Leave admissible under Rule 798 shall be allowed at the rate of one month for each year of duty.

800. The maximum amount of leave to be granted at any one time under Rule 798 shall be limited to four months, such leave to have been earned.

801. Part-time lecturers in vernaculars will be allowed to prefix or affix leave to a vacation but not both. They will be allowed full pay during vacation, which will be counted as duty, provided that no extra expenditure is thereby caused to Government.

802. Except as provided for in Rule 803 a Government servant remunerated by fees may be granted leave on the terms laid down in Rules 795 to 797, provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government, and that during leave of the kind contemplated by clause (*b*) of Rule 795 the whole of the fees are paid to the person who officiates in his post.

Note.—Secretariat typists are treated as members of permanent establishment and form an exception to this rule; their leave is regulated by the orders contained in Government Resolution, Finance Department, No. 666, dated 3rd December 1923.

803. Heads of departments may grant to a female Government servant remunerated by piece rates or daily wages maternity leave on leave-salary based on the average monthly emoluments drawn during the preceding twelve months for a period, which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever be earlier. To qualify for this concession the female Government servant must have put in continuous service for at least 33 months (inclusive of any period of authorised leave) previous to the date of requiring such leave, and must furnish a guarantee with at least one security that she will return to duty for a period of at least six months after the expiry of the leave, if her services are required.

804. A Government servant who is remunerated partly by fixed pay and partly by fees may be granted such leave as the authority who appoints him may think fit to grant, provided that that authority is able to make satisfactory arrangements for the performance of the absentee's duties and that no extra expense is caused to Government. In such cases the Government servant may be permitted to draw leave allowances equal to the pay or part of the pay of his post, but the whole of the fees shall be paid to the person who officiates in the post.

805. Boring Mechanics, Mukadams, and trained coolies, employed in the Agricultural Department for boring work may be granted—

(*a*) leave up to one-eleventh of the period spent on duty, subject to a maximum of two months at a time, on monthly leave allowance equal to one-twelfth of average earnings for the last complete twelve months; and

(*b*) leave on medical certificate on half the above allowance for a further one-eleventh of the period spent on duty, provided that not less than five years' duty has been done by them.

806. During their period of probation or apprenticeship, probationers and apprentices are entitled to leave as follows:—

(*a*) If appointed under contract in England with a view to permanent service in India, or if appointed in England to posts created temporarily with the prospect, more or less definite, of becoming permanent—

(*i*) to such leave as is prescribed in their contracts, or, when no such prescription is made;

(*ii*) (1) when the period of probation is not less than three years, to the same leave which would be admissible if they held permanent posts; or

(2) when the period of probation is less than three years, to leave on average pay up to one-eleventh of the period spent on duty, to which may be added, on medical certificate, leave on half average pay; provided that the total leave granted under this clause shall not exceed three months reckoned in terms of leave on average pay; and

(*b*) if appointed otherwise, to such leave as is admissible under general or special orders issued by Government in this behalf, subject to the proviso that more favourable terms shall not be granted than would be admissible if the service were substantive and permanent.

807. Leave on medical certificate under clause (*a*) of Rule 806 shall not be granted for a period extending beyond the term of an officer's contract unless or until it has been decided to retain him in permanent employment.

808. The leave granted to a Government servant under Rule 806 (*a*) (*ii*) (2) may be combined with vacation which should be excluded in calculating the limit of three months; and full pay, if admissible, may be drawn during the period of vacation.

809. Leave may be granted to a probationer or to an Apprentice Engineer, if it is admissible under the leave rules which would be applicable to him if he held his post substantively otherwise than on probation or as an Apprentice Engineer.

810. Leave of the following kinds may be granted to an Apprentice other than an Apprentice Engineer :—

(*a*) On medical certificate, leave on leave-salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship.

(*b*) Extraordinary leave under Rule 752.

CHAPTER XVI—PASSAGES AND OVERSEAS PAY.

811. For the purposes of the rules in this Chapter the domicile of an officer shall be determined in accordance with the provisions refetred to in Rule 728.

Provided that a person, who was born and has been educated exclusively in Asia and had not at the date of his appointment resided out of Asia for a total period exceeding *six* months, shall be deemed to have his domicile in Asia : unless in the case of a person, to whom the proviso to Rule 812 does not apply, it is proved to the satisfaction of the appointing authority that he did not have his domicile in Asia on that date.

Provided further that no officer, who after appointment to a service or post acquires a new domicile, shall thereby lose his right to or become entitled to overseas pay or free passages.

NOTE.—If any question arises as to the domicile of any officer at the date of his appointment, the decision thereon of Government shall be final.

812. The concessions specified in Rules 813, 814 and 827 are admissible to the undermentioned classes of officers having at the date of appointment their domiciles elsewhere than in Asia :

Provided that no such officer shall be entitled to these concessions, who, prior to appointment, has for the purposes of his appointment to any office under Government or of the conferment by Government of any scholarship, emoluments, or other privilege, claimed and be deemed to be of Indian domicile :

(*a*) Officers recruited direct to Class I of the following services :—
- (*i*) Bombay Agricultural Service.
- (*ii*) Bombay Forest Service.
- (*iii*) Bombay Educational Service.
- (*iv*) Bombay Veterinary Service.
- (*v*) Bombay Engineering Service.
- (*vi*) Bombay Medical Service.

(*b*) Officers recruited to Special posts to whom Government may by special order in each case declare any or all of them to be admissible :

Provided that, in the case of officers recruited to Special posts on contract, the concessions admissible under Rule 814 may be modified to such extent as may be considered suitable in each case having regard to the period of engagement ;

(*c*) Any other officers to whom Government may by special order in each case declare any or all of these concessions admissible either wholly, partially, or subject to such modification as Government may see fit to prescribe in each case.

813. (*a*) Free passages are admissible to the officers referred to in Rule 812, when recruited in England, on their proceeding to India to join their appointments for the first time.

(*b*) The scale of accommodation admissible shall be a first class passage at a cost not exceeding that of a first class P. and O. ticket (B. rate).

814. Free passages are admissible to the officers specified in Rule 812 when proceeding on or returning from leave out of India to the extent and in accordance with the procedure prescribed by the Secretary of State in Council for officers of non-Asiatic domicile who are members of the All-India Services, provided that the powers conferred upon the Governor General under those rules shall be exercised by Government. The rules framed by the Secretary of State in Council will be found in Appendix X to the All-India Services Manual.

815. Government may grant passages to officers of non-Asiatic domicile, recruited to posts the holders of which are declared by special order in each case to be eligible for this concession, to whom the provisions of Rule 812 (*b*) or (*c*) are not made applicable. Such passages shall be according to the scale and conditions prescribed in the rules contained in Appendix LIII (pages 446-448).

816. In urgent cases, where in their opinion it is very desirable that a Government servant, or a dependant of a Government servant, should leave India and where the pecuniary circumstances of the individual concerned are such that he cannot leave without such assistance, Government may grant free passages including, if necessary, travelling expenses by rail to the port of embarkation.

In such circumstances the class of accommodation, by which the Government servant is to travel, shall be determined with reference to his status in each case, provided that in no case shall the accommodation paid for be superior to second class by sea or rail.

817. When a person is appointed in India to subordinate Government service in Aden, Government will, if they think fit, grant him a free passage by sea for himself and family.

818. When a person is appointed to a post in Government service, which he cannot join except by sea, Government may grant him a free passage by sea from any part of India to any port in the Bombay Presidency.

819. In such cases as they deem fit, Government will grant to any subordinate employed at Aden a free passage to India for himself and his family on dismissal or retirement.

820. A Military officer in civil employ, being a departmental or a warrant officer, on retirement after service which has earned a pension or gratuity, is entitled to the same right as regards a free passage as if he were retiring from military employ.

821. A Military officer, who is entitled to free passage when proceeding to the British Isles on leave on medical certificate or returning from such leave, may be allowed a refund of passage money when the leave, taken in the first instance, is commuted into leave on medical certificate. But the concession of free passage is not admissible

when leave on medical certificate is added to, and combined with, another kind of leave.

NOTE.—The concession of free passage referred to in this rule is not admissible to Warrant Officers in Civil employ proceeding on, or returning from, leave on medical certificate taken in combination with privilege leave.

822. For Government servants paid from Provincial revenues Government may also sanction, where they think the circumstances specially warrant it, a return passage for any officer entitled to a return passage on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement; and may also sanction an extension of an original concession in regard to free passages home for a Government servant's family.

823. (*i*) If during his period of probation, a Chaplain is declared by a Medical Board to be permanently incapacitated for further service in India, he is entitled on retirement to a free passage to his country, provided that he has not before his retirement taken leave on medical certificate.

(*ii*) A Chaplain appointed after 18th February 1918 who resigns his post on completion of 5 years' service after giving six months' notice of his wish to do so and receives a bonus of £400, should be granted a free passage if he claims it within three months of the termination of his service and leaves India within such time as may be directed.

(*iii*) A Chaplain who within three years relinquishes his appointment for any cause other than certified ill-health, or is removed from it for misconduct of any kind, is not entitled to a return passage to his country and is liable to be called upon to refund the cost of his passage to India. Government may, however, waive the claim to refund in cases not involving misconduct, when satisfied that the circumstances justify the concession. A Chaplain who, having completed the period of probation, is not confirmed in his appointment is not liable to refund the cost of his passage to India.

824. A Civil officer recalled from leave taken out of India shall be refunded the cost of his passage home and shall be provided with a return passage to India at Government expense if he has not completed either half the period of his leave by the date of leaving any place outside India on recall, or three months, whichever period is shorter.

NOTE.—*Vide* Rule 639.

825. A non-gazetted Government servant in superior service on pay not exceeding Rs. 400 a month, when proceeding on leave from, or returning from leave to, a place in the Persian Gulf, at which he is posted, may transport his family to or from India at Government expense; provided that this concession may be granted for the journey in each direction once only in every period of four years.

826. Free passages to staff officers of His Excellency the Governor of Bombay in the circumstances specified below are regulated as follows:—

I. Free passages to India may be granted to two staff officers when accompanying a newly appointed Governor of Bombay from England to India.

II. Free passage to and from England may be granted to one staff officer when accompanying His Excellency the Governor on leave or retirement to England:

Provided that the return passage to India to a staff officer accompanying His Excellency the Governor shall be granted only if he commences the return voyage within two months of leaving India.

III. Free passages to and from England may be granted to one staff officer when accompanying the widow of a Governor to England:

Provided that the free return passage to India shall be granted only if he commences the return voyage within two months of leaving India.

Explanation.—The expression "free passage" for the purpose of this rule includes—

(*a*) accommodation by steamship regulated under the following table:—

Grade of officer.	Class of steamship accommodation.	
	P. & O. Company.	B I. S. N. Company.
Colonels	1st Saloon 'A'	1st Saloon 'A'
Lieutenant-Colonels		
Majors		
Captains	1st Saloon 'B'	1st Saloon 'A'
Lieutenant	1st Saloon 'B'	1st Saloon 'B'
2nd Lieutenant	1st Saloon 'C'	1st Saloon 'B'

(*b*) free conveyance by any steamer of the officer's chargers, baggage, and camp equipment to destination;

(*c*) travelling allowance as on transfer admissible to an officer of the first grade from the port of debarkation in India to headquarters or actual expenses whichever may be less.

827. The officers specified in Rule 812 are entitled to overseas pay—

(*a*) in the case of officers appointed in England from the date of arrival in India provided they proceed direct to join their appointments;

(*b*) in the case of officers appointed in India from the date of assuming charge of the duties of their posts.

828. The rate of overseas pay shall in the case of the services mentioned in Rule 812 (*a*) and in the case of Specialist Officers of the Public Works Department be as prescribed in Appendix LIV (pages 449-452). In other cases it shall be at such rate as Government may prescribe in the case of each post.

829. Overseas pay shall be drawn in sterling.

830. Payment of overseas pay in sterling will be made by the High Commissioner for India in London. Every officer, who is entitled to draw his overseas pay in sterling, should intimate at once on appointment to the Audit Officer, who audits his pay, for transmission to the High Commissioner for India the name and address of the banker or agent authorised to receive payments on his behalf. Any changes in his address should be intimated similarly.

CHAPTER XVII—OCCUPATION OF GOVERNMENT BUNGALOWS.

831. (1) Government servants supplied with Government residences may, in special cases, be permitted by Government to surrender them for a continuous period of not less than six months. A Government servant may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer to store at his own risk, free of rent, his furniture and other belongings in the residence when both the conditions specified below are fulfilled :—

(*a*) the temporary incumbent does not require the residence and is exempted from payment of rent thereof ; and

(*b*) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

(2) Government servants on leave on average pay not exceeding 4 months are liable for the full rent leviable under the provisions of the following rules. Those on leave other than leave on average pay not exceeding 4 months should be held to have ceased to be in occupation of the building from the date of commencement of such leave, unless for any reason Government decide otherwise.

(3) When a building is occupied partly as a residence, and partly as an office for which no separate rent is paid, the rent leviable for the portion occupied as a residence should be separately calculated.

(4) Government servants proceeding on leave other than leave on average pay not exceeding 4 months who desire to retain their residence during their absence will be liable to pay the full standard rent as calculated in Rule 833.

832. For the purpose of assessment of rent the capital cost of a residence owned by Government shall include the cost or value of sanitary, water supply, and electric installations and fittings, but exclude the cost or value of the site (including expenditure on its preparation), and shall be either :—

(*a*) the cost of acquiring or constructing the residence and any capital expenditure incurred after acquisition or construction; or, when this is not known,

(*b*) the present value of the residence.

Note.—The cost of restoration or special repairs shall not be added to capital cost or present value, unless such restoration or repairs add to accommodation or involve replacement of the existing type of work by work of a more expensive character. Where such cost is added to capital cost or present value the interest thereon should be calculated at the rate applicable according to the Schedule to Sub-clause (*b*) (*i*) of Rule 833 on the date on which the accounts of the estimates for additions or alterations are closed :

Provided that—

(i) the capital cost, however calculated, shall not take into consideration

(1) any charges on account of establishment and tools and plant other than such as were actually charged direct to the work in cases in which the residence was constructed by Government, or

(2) in other cases, the estimated amount of such charges; and

(ii) Government may write off a specified portion of the capital cost of a residence,

(1) when a portion of the residence must be set aside by the officer, to whom it is allotted, for the reception of official and non-official visitors visiting him on business, or

(2) when it is satisfied that the capital cost, as determined under the above rules, would be greatly in excess of the proper value of the accommodation provided.

833. The standard rent of a residence shall be calculated as follows :—

(*a*) In the case of leased residences the standard rent shall be the sum paid to the lessor, *plus* an addition of 1 per cent. for ordinary, and ½ per cent. for special maintenance and repairs if such repairs are executed by Government, *plus* an addition to cover during the tenancy the capital expenditure on such additions and alterations as may be a charge on Government owing to the refusal of the landlord to accept liability, and for interest at 6 per cent. on such capital expenditure, *plus* an addition for municipal and other taxes payable by Government.

(*b*) In the case of residences owned by Government the standard rent shall be calculated on the capital cost of the residence and shall be either—

(*i*) a percentage of such capital cost equal to the rate of interest set forth in the accompanying Schedule, *plus* an addition for municipal and other taxes payable by Government, and an addition for both ordinary and special maintenance and repairs at the rates specified in clause (*a*), or

(*ii*) 6 per cent. per annum of such capital cost, whichever is less.

(*c*) In both cases standard rent shall be expressed as standard for a calendar month and shall be equal to one-twelfth of the annual rent as calculated above, subject to the proviso that, in special localities or in respect of special classes of residence, Government may fix a standard rent to cover a period greater than one month but not greater than one year. Where Government takes action under this clause, standard rent so fixed shall not be a larger proportion of the annual rent than the proportion which the period of occupation bears to one year.

Note 1.—For the purposes of sub-clauses (*a*) and (*b*) above, the additions for both ordinary and special maintenance and repairs shall not include anything for the establishment and tools and plant charges, except to the extent allowed under proviso (*i*) to Rule 832.

Note 2.—The term " municipal and other taxes payable by Government " in this rule does not include local taxes for specific services such as water tax, halalkhore tax, and the like, which should be borne by the tenant and excluded from the calculation of standard rent.

In the case of leased buildings either the rent paid by Government should exclude provision for such taxes which should be paid by the occupier direct, or, if the rent is inclusive of such taxes, their cost should be ascertained and recovered from the Government servant in addition to the standard rent.

Note 3.—The following instructions are laid down with regard to the payment of municipal, sanitary, and water taxes :—

(*a*) Taxes, other than those for specific services mentioned in Note 2, are levied on the owner and should be treated as part of the rent proper. Thus, if a building

is occupied by a Government servant who pays rent for it, the amount due from him for rent *plus* these owner's taxes should be limited to 10 per cent. of his salary. If a building is occupied by a Government servant rent free, no part of these owner's taxes should be recovered from him.

(*b*) As regards taxes for specific services mentioned in Note 2 which are recoverable from tenants the following orders should be observed: —

(*i*) Such taxes must be paid by all Government servants, even those occupying Government buildings without payment of rent, unless they are exempted by some general rule or order or by specific sanction of Government (*vide* (*ii*) and (*iii*) below).

(*ii*) Government servants on salaries not exceeding Rs. 150 per mensem should be exempted from such taxes (whether the amount is based on the rental or on the actual amount of service rendered).

(*iii*) In the case of Government servants on salaries exceeding Rs. 150 per mensem who by reason of the nature of their duties occupy more expensive residences than they would occupy, if they were left to make their own arrangements, the recovery of the amount of such taxes, if they have been based on the rental value of the house, should be limited to that which would be payable on a rental equal to 10 per cent. of the salary of the Government servant. If owing to changes of Government servants there is likely to be difficulty in recovery, a lump sum should be fixed for recovery in the case of each residence based on the above general principles.

(*c*) In cases in which such taxes payable to the Municipality in respect of a building have to be borne partly by the Government servant occupying the building and partly by Government the taxes will be paid in full by Government in the first instance, and the amount payable by the Government servant will be recovered from him by Government.

SCHEDULE TO SUB-CLAUSE (B) (I) UNDER RULE 833.

Date of acquisition or construction of the residence	Rate of interest	
	Buildings occupied on or before 19th June 1922.	Buildings occupied after 19th June 1922.
	Per cent.	Per cent.
Before 1st April 1919 ..	.. 3½	4
1st April 1919 to 31st July 1921 ..	.. 3½	5
1st August 1921 to 31st December 1921	.. 3½	6
From 1st January 1922 until further orders	.. 6	6

Note 1.—The date of construction referred to in column 1 of the above table should be taken as the date on which the accounts of the estimates for the construction of the residences are closed.

Note 2.—In respect of expenditure on additions and alterations to residences, the interest should be calculated at the rate applicable on the date on which the accounts of the estimates for the additions or alterations are closed.

834. When Government supplies a Government servant with a residence leased or owned by Government, the following conditions shall be observed:—

(*a*) The scale of accommodation supplied shall not, except at the Government servant's own request, exceed that which is appropriate to the status of the occupant.

(*b*) Unless in any case it be otherwise expressly provided in these rules, he shall pay rent for the residence and such rent shall be the standard rent as defined in Rule 833 above or 10 per cent. of his emoluments whichever is less.

(*c*) A Government servant, who is supplied at his own request with a residence owned or leased by Government of a class higher than that for which he is eligible, when a house of his class is available for him, should be charged the full standard rent and shall not be given the benefit of the 10 per cent. concession afforded by clause (*b*).

(*d*) Nothing in clause (*b*) above shall operate to prevent Government from—

(*i*) grouping, after the standard rents have been calculated under the provisions of Rule 833 above, a number of residences, whether in a particular area or of a particular class or classes, for the purpose of assessment of rent, subject to the fulfilment of the following conditions :—

(1) that the basis of assessment is uniform, and

(2) that the amount taken from any Government servant shall not exceed 10 per cent. of his emoluments ;

(*ii*) taking a rent in excess of that prescribed in sub-clause (*b*) above from a Government servant—

(1) who is not required or permitted to reside on duty at the station at which the residence is supplied to him, or

(2) who at his own request is supplied with accommodation which exceeds that which is appropriate to the status of the post held by him, or

(3) who is in receipt of a compensatory allowance granted on account of dearness of living.

835. In special circumstances, for reasons which should be recorded, Government—

(*a*) may by general or special order grant rent-free accommodation to any Government servant or class of Government servants,

or

(*b*) may, by special order, waive or reduce the amount of rent to be recovered from any Government servant.

Note.—Government servants, or any classes of Government servants, who have been granted rent-free accommodation shall not be liable to pay rent for the subsidiary services mentioned in Rule 832.

836. The provision of services other than water supply, sanitary, or electric installations and fittings, in connection with official residences, such as gardens, tennis courts, cowsheds, fowl houses, etc., is not usually admissible at the expense of the State except in the case of bungalows reserved for Honourable Members and Ministers. Where such amenities are provided with the approval of Government the rent leviable therefor shall be 6 per cent. of the capital cost calculated on the basis prescribed in Rule 832 for the calculation of the capital cost of a residence. The rent of furniture, if that is supplied and is of a solid type, should be calculated at the rate of 10 per cent. of the capital cost.

837. Nothing contained in the rules in this Chapter shall so operate as to require payment of rent for the occupation of residences supplied by Government to those servants of the Crown in India, who have been exempted from such payment by order of the Secretary of State in Council, or to affect the amount of rent or charges payable by those servants of the Crown in India, in whose case the amount so payable is prescribed by the Secretary of State in Council.

APPENDICES

MO H 382—14a

APPENDIX I.

(*See* Rule 6 and Fundamental Rule 6)

Showing the authorities to whom powers under certain of the Fundamental Rules and the foregoing rules have been delegated by the Government of Bombay.

CHAPTER III.

Serial No.	Number of Rule.	Nature of Power.	Authority to which the power is delegated.	Scope.
1	2	3	4	5
1	12	Power to dispense with a certificate or accept a certificate signed by any female medical practitioner in the case of a female candidate for Government service.	Heads of Departments ..	Posts under their control the pay of which does not exceed Rs. 50 per mensem.
2	12	Power to accept a certificate signed by any officer, irrespective of his medical qualifications, in the case of a candidate for appointment to a post on pay not exceeding Rs. 50.	Officers of rank not lower than the Collector or District Judge, including the Commissioner of Police, Bombay, the Chief Presidency Magistrate, Bombay, and the Chief Judge of the Court of Small Causes, Bombay, and the Criminal Tribes Settlement Officer.	All such posts to which they can appoint.
3	29	Power to permit charge being made over elsewhere than at headquarters.	Heads of Departments..	In respect of Government servants subordinate to them whose transfer has been ordered by an authority not higher than that of the local Government.
			Assistant and Deputy Collectors.	In respect of non-gazetted Government servants transferred from or to the office of an itinerating officer.
4	19	Power to suspend a lien ..	All Heads of Departments.	Full power in respect of Government servants whom they can appoint.

CHAPTER IV.

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope.
1	2	3	4	5
1	45 F. R. 24	Power to withhold increments (if the conduct or work of Government servants has not been satisfactory).	All Heads of Departments.	Full power in respect of (1) Non-gazetted Government servants under their control, and (2) Gazetted Government servants whom they have power to appoint.
			All Heads of Offices. ..	Full power in respect of non-gazetted ministerial and menial Government servants under their control.
			Prant Officers who exercise the power of appointing, promoting or dismissing talatis.	Full power in respect of talatis under their control.
2	58 Note under F. R. 31.	Power to allow an officiating Government servant if the post in which he officiates is tenable by a Government servant of any one of several grades or classes in a cadre and the fixation of the pay of all such grades or classes is within the competence of the local Government to draw the pay of any one of such grades or classes.	Any authority competent to make appointments to the posts mentioned in column 3.	Full power.

CHAPTER IV—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
3	72 F. R. 40.	Power to fix the pay of the temporary post which will be filled by a Government servant.	Any authority competent to create the temporary post.	Full power provided the pay is fixed at an amount not in excess of the pay of the Government servant who is to be appointed to it.	
4	69	Power to give officiating promotions in the place of Government servants undergoing training.	Settlement Commissioner and Director of Land Records.	In the case of Government servants appointed to officiate as District Inspectors of Land Records when the latter are undergoing training in the use of Theodolite and Plane Table.	The officiating Government servants should receive special pay at Rs. 40 per mensem in addition to their pay.
			Collectors (including the Deputy Commissioner, Upper Sind Frontier) and District Judges.	In the case of Government servants appointed to officiate for Government servants under their control permitted to undergo training at the Central Police Training School, Nasik.	A statement in duplicate showing acting promotions made should be submitted to Government in the Administrative Department within a week after the close of the month in which the promotions are made.
5	75	Power to allow a Government servant to proceed on duty outside the limits of his charge and to draw pay and allowances for such duty.	Controlling officers.	In respect of Government servants subordinate to them proceeding to any part of the territories under Bombay Government or to a District or Foreign State of Settlement adjoining the sphere of duty of the controlling officer.	
			Administrative Departments of the Secretariat, Heads of Departments and Deputy Inspectors General of Police.	In respect of Government servants subordinate to them proceeding to any part of British India, whether within or beyond the limits of the Bombay Presidency or to any Indian State or Foreign Settlement in India.	

CHAPTER V.

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope.
1	2	3	4	5
	95	Power to grant a longer period of joining time than is admissible under the rules within the prescribed maximum of 30 days.	Heads of Departments ..	In the case of all Government servants other than members of the All-India Services under their control.

CHAPTER VI.

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
1	107 F. R. 110 (c).	Power of transferring to Foreign Service (other than service in an Indian State) within the Province.	The Commissioner in Sind. The Commissioners of Divisions. The Commissioner of Excise. The Surgeon General with the Government of Bombay. The Director of Public Health. The Inspector-General of Police. The Chief Conservator of Forests. The Director of Public Instruction.	Full power in the case of Government servants whom they can appoint without reference to higher authority.
			The Director of Agriculture.	Full power in the case of Government servants of the class of fieldmen, kamgars and malis.
2	138	Power to fix the date of reversion of a Government servant transferred to foreign service.	Director of Public Instruction.	Full power so far as Bombay Educational Service officers are concerned.

CHAPTER IX.

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
1	161 F. R. 56 (*a*).	Power to retain a Government servant, other than a ministerial servant, in service after the age of 60 years.	The Commissioner-in-Sind and Commissioners of Divisions in respect of Government Servants under their administrative control.	Full power subject to the conditions in Rule 162.
2	161 F. R. 56 (*b*).	Power to retain a ministerial servant in service after the age of 60 years.		

CHAPTER XII.

Serial No.	Number of Rule.	Nature of Power.	Authority to which the power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
1	386	Power to decide the amount of permanent travelling allowance to be drawn by a Government servant holding more than one post to which permanent travelling allowance is attached.	All Heads of Departments.	In respect of posts which can be filled up by them or by officers subordinate to them.	
2	396 (*b*).	Power to decide the shortest of two or more routes.	Do. ..	In respect of journeys within the jurisdiction performed by Government servants under their control.	
3	397	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	All Heads of Departments and the Educational Inspector in Sind.	Do.	
4	406	Power to declare that a Government servant whose pay does not exceed Rs. 30 is entitled for journeys by steamer, to lowest class accommodation only.	All Heads of Offices.	Full power.	
5	410	Power to decide, in cases of doubt or hardship, the class of steamer accommodation to which a Government servant is entitled.	Heads of Departments.	In respect of non-gazetted subordinates.	
6	433	Power to fix the headquarters of a Government servant in connection with his journey on tour.	Commissioner in Sind.	In respect of Government servants in Sind touring in the whole of that Province.	
			Officers of rank not lower than a Collector or District Judges.	In respect of Government servants serving under them.	
			Registrar of Co-operative Societies and Superintendent, Civil Veterinary Department, Bombay Presidency.	Do.	
7	436	Power to decide whether a particular absence is absence on duty.	Heads of Departments.	In respect of their subordinates.	In the case of Heads of Departments themselves the question should be determined by Government.

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
8	449	Power to grant exemption from the rule limiting a halt on tour to ten days.	The Commissioner in Sind. The Commrs. of Divns. The Commr. of Excise. The Consrs. of Forests. The Settlement Commr. and Dir. of Land Records. The Regr. of Co-op. Societies. The Dir. of Agre. All Collrs. and Distt. Regrs. including the Collrs. and Distt. Regrs. in Sind and the Dy. Commr., Upper Sind Frontier. The Regr., High Court, Appellate Side. The Prothonotary and Regr., High Court, Original Jurisdiction. The Administrator General. The Judl. Commr. of Sind. The Secys. to Govt. The Dist. and Sessions Judges. The Remembrancer of Legal Affairs. The Inspr. Genl. of Regn. The Inspr. Genl. of Prisons. The Inspr. Genl. of Police. The Dy. Insprs. Genl. of Police*. The Commr. of Police, Bombay. The Poll. Resident, Aden. The Resident at Kolhapur and Poll. Agent, S. M. C. States. The Dir. of Public Instruction. The Surgeon Genl. with the Govt. of Bombay. The Dir. of Public Health. The Consulting Surveyor to the Govt. of Bombay. The Supdg. Engrs. of Divns. The Chief Engr., Indus River Commission. The Sany. Engr. to Government. The Educational Inspector in Sind.	In respect of officers under them.	The power should be exercised subject to the limit of 30 days' halt in individual cases. The Inspr. Genl. of Police may grant exemption from the provisions of this rule for unlimited periods according to his discretion.

* In respect of non-gazetted Government servants only.

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
			The Dir. of Industries. Chief Engineer, Lloyd Barrage and Canals Construction. The Criminal Tribes Settlement Officer. The Superintendent, Civil Veterinary Department. The Principal, Agricultural College, Poona. All Deputy Directors of Agriculture. The Live-Stock Expert to Government. The Agricultural Engineer to Government. The Horticulturist to Government. The Economic Botanist to Government. The Agricultural Chemist to Government. The Soil Physicist to Government. The Plant Pathologist to Government. The Crop Botanist to Government.	In respect of non-gazetted officers subordinate to them.	The power of sanctioning daily allowance should be exercised subject to the following conditions :— (i) At the full rate for the first 10 days, and (ii) at half the rate for the remaining days up to twenty in all. A statement showing the cases in which this power is exercised should be submitted every month to the Director of Agriculture.
9	459	Power to allow in addition to mileage allowance the actual cost of maintaining camp during a sudden journey away from it.	Commr. in Sind, Commrs. of Divns., Consrs. of Forests, Surgeon Genl. with the Govt. of Bombay. Dir. of Public Health. The Commr. of Excise. The Settlement Commr. and Dir. of Land Records. The Dir. of Agricltr. The Chief Engr. in Sind. The Supdg. Engrs. The Dir. of Public Instruction. The Inspr. Genl. of Police. The Dy. Inspr. Genl. of Police, Sind. The Inspr. Genl. of Prisons. Chief Engineer, Lloyd Barrage and Canals Construction. The Sanitary Engineer to Government.	In respect of officers serving under them.	
10	460	Do.	Do.	Do.	

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
11	462	Power to allow a Govt. servant to recover, in addition to mileage allowce. or daily allowce., or both, the actual cost or part of the actual cost of conveying camp equipment, etc.	The Commr. in Sind. The Commrs. of Divns. The Commr. of Excise.	In respect of officers subordinate to them.	
			The Chief Consr. of Forests, Bombay Presy.	In respect of Govt. servants of the Forest Department.	
			The Dir. of Agrictr.	In respect of the Dy. Dirs. of Agre. and the Second Economic Botanist to Govt. The Dir. is also authorised to pass bills in respect of the cost of the conveyance of one bicycle and one motor cycle on Govt. duty by railway or steamer in the case of the four Divl. Supdts. of Agre., Northern, Central, and Southern Divns. and Sind, and for any other officers in his Deptt. for the performance of whose duties on tour a bicycle is desirable.	Every case in which the free carriage of cars, horses, camels or motor cycles is allowed should be reported to Govt. within one month of the granting of the permission.
			The Regr. of Co-op. Societies.	In respect of Asstt. Registrars of Co-operative Societies, Auditors, Agricultural organisers and other officers in the Co-operative Department.	
			The Dir. of Public Health. The Surgeon Genl. with the Govt. of Bombay.	In respect of officers subordinate to them.	
			The Inspr. Genl. of Prisons.	In respect of officers subordinate to him.	
			The Inspr. Genl. of Police.	In respect of all Police Officers, including Dy. Insprs. Genl. of Police, Northern and Southern Ranges.	
			The Dy. Inspr. Genl. of Police and Supdts. of Police.	In respect of all Police Officers subordinate to them.	

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
			The Commr. of Police, Bombay. All Poll. Agents. The Poll. Resident, Aden.	In respect of officers subordinate to them.	
			Supdg. Engrs. (including the Sanitary Engr.)	In respect of themselves and subordinate officers.	
			Chief Engineer. Chief Engineer, Lloyd Barrage & Canals Construction.	In respect of themselves.	Cases in which the free carriage of cars, horses, camels or motor cycles is allowed should be reported to Govt. within one month of the granting of the permission.
			Electrical Engr. to Govt.	In respect of all the officers and servants subordinate to him, whether clerical or non-clerical.	
			The Accountant General.	In respect of the cost of carriage of one bicycle by railway or steamer by the Examiner of Local Fund Accounts.	
			The Examiner of Local Fund Accounts.	In respect of the cost of carriage of one bicycle by railway or steamer by Auditors under him.	
			The Principal, Agricultural College, Poona. All Deputy Directors of Agriculture. The Livestock Expert to Government. The Agricultural Engineer to Government. The Horticulturist to Government. The Economic Botanist to Government. The Agricultural Chemist to Government. The Soil Physicist to Government. The Plant Pathologist to Government. The Crop Botanist to Government.	In respect of the signing of certificates regarding the cost of carriage of a bicycle by railway or steamer by non-gazetted officers subordinate to them.	A statement showing the cases in which the power is exercised should be submitted every month to the Director of Agriculture.

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks. The Power should be exercised subject to the following limitations.		
					Name of officer.	Camp equipment.	Conveyance.
12	462	Power to allow a Government servant to recover in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of conveyance of camp equipment, etc.	The Superintendent, Civil Veterinary Department, Bombay Presidency.	In respect of officers under the Superintendent, Civil Veterinary Department, Bombay Presidency.	Deputy Superintendent, Civil Veterinary Department.	20 maunds.	One horse or motor cycle or bicycle.
					Veterinary Inspectors.		One motor cycle or bicycle.
					Veterinary Assistant Surgeons.		One bicycle.

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
13	478	Power to allow travelling allowce. for a journey to join a first post in Govt. service.	All heads of Deptts..	In respect of non-gazetted appointments.	The Poll. Resdt.. Aden, is authorised to exercise the power (*i.e.*, the grant of free passage) in respect of men enlisted in India for non-gazetted appointments in the Aden Police Force.
			"		
14	556	Power to decide the rates of travelling allowce. admissible to a Govt. servant or a student not already in Govt. service, selected to undergo a course of training.	Dir. of Public Instruction.	In the case of any officer of the Edl. Deptt. including a student not already in Govt. service.	All the powers mentioned in the rule except the power to sanction halting allowances and travelling allowce. for journeys during the course of training. In the case of Govt. servants (except those stationed at Bombay) deputed to the Secondary Training College, Bombay, the Dir. is authorised to sanction the grant of halting allowance also.
			Dir. of Public Health.	Govt. servants of the Public Health Deptt. below the rank of Asst. Dir. proceeding for ordinary course of instruction in vaccination, rat destruction, water purification or training as Sanitary Surveyors, to Belgaum, Bombay, or other centres of training.	The Govt. servants should be treated as on tour but allowed railway fare only.
			Surgeon General ..	Military and Stipendiary Civil Medical Students at Poona, Ahmedabad and Hyderabad in connection with their examinations for the L.C.P.S. Bombay.	

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
		Power to decide the rates of travelling allowance admissible to a Government servant or a student not already in Government service, selected to undergo a course of training.	*Inspector General of Police, the Commr. in Sind, the Commr. of Police, Bombay.	In respect of Head Constables and Constables.	*Under G. Rs., H.D., Nos. 8466 dated 5th October 1925 and 16th December 1925. Supdts. of Police are empowered to grant separation allowance at the following rates :— Rs. Head Constables II, III and IV grades. 10 Constables 7 Topolicemen deputed for training :— (1) to learn armourer's work, (2) to learn Chief Operator's work, (3) to learn Drill Instructor's work, and (4) to learn cycle repairing.
15	597	Power to grant travelling allowance to persons not in Government service— (i) If required to attend a meeting of a Commission of Enquiry or of a Board, Conference or Committee, or (ii) required to perform public duties in an honorary capacity, or (iii) appearing as witness on behalf of a Government servant whose conduct is the subject of a Departmental Enquiry.	All Heads of Departments.	Full power, subject to the conditions laid down in the rule.	The grant of travelling allowance item (iii) in column 3 is subject to the provisos (i), (ii) and (iii) of Rule 597.
16	597	Power to grant actual travelling, hotel and carriage expenses, instead of travelling allowances.	Dir. of Public Health.	In respect of persons required to perform services of the kind mentioned in clause (*a*) of rule 328 in connection with the Department of Public Health.	

CHAPTER XII—*contd.*

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
17	353	Power to sanction honoraria or fees.	1. Heads of Departments.	Honoraria up to Rs. 250 and fees up to Rs. 500.	
			2. Collectors ..	Rewards not exceeding one-half of the realised or estimated value of the confiscated goods and of the penalty or fine imposed, subject to the condition that the amount paid to any person or persons in any case shall not exceed Rs. 500.	
			3. Educational Inspectors and Principals of Colleges (including the Principal of the Secondary Training College and Principals of the Vernacular Training Colleges).	To permit any teacher in the Government institutions under their charge to accept fees for private tuition up to a limit of Rs. 100 during a school term.	
			4. Principal, Sir J. J. School of Art, Bombay.	To allow any teacher in the school to accept fees for private tuition or small outside commissions up to a money limit of Rs. 100 during a school term.	
			5. Commissioners of Divisions.	Remuneration to the extent of Rs. 250 granted by Local Boards to Government servants for work done for the Boards.	
18	360	Power to sanction the undertaking of a work for which an honorarium or fee is given from a source other than general revenues.	1. Heads of Departments.	In respect of Government servants under their control.	In cases where the amount of honorarium is not likely to exceed Rs. 250 or of fees Rs. 500. *Note.*—In the case of Chaplains the sanction of Government is necessary for the acceptance of the post of temporary Examiner on the Board of the University of Bombay and the receipt of the usual remuneration for that work.
			2. Immediate Superior.	In the case of a Government servant in the Public Works Department acting as an arbitrator.	In cases where the amount of fees is not likely to exceed Rs. 250.

CHAPTER XII—*concld.*

Serial No.	Number of Rule	Nature of Power.	Authority to which the Power is delegated.	Scope.	Remarks.
1	2	3	4	5	6
			3. District Local Board and the Educational Inspector of the Division jointly.	Teachers serving under Local Board Schools.	When the fees for a school term are not likely to exceed Rs. 100.
			4. The Educational Inspectors and Principals concerned.	Teachers in the Government Institutions under the charge of Educational Inspectors, Principals of Colleges (including the Principal of the Secondary Training College and Principals of the Vernacular Training Colleges) and the Principal, Sir J. J. School of Art.	When the fees for a school term, or for an outside commission in the case of a teacher in the School of Art, are not likely to exceed Rs. 100.

CHAPTER XIV.

Serial No.	Number of Rule.	Nature of Power.	Authority to which the Power is delegated.	Extent of Power delegated.
1	2	3	4	5
	609 F. R. 49	Power to appoint a Government servant to hold substantively as a temporary measure, or to officiate in more than one post and to fix the pay of subsidiary posts and the amount of compensatory allowances to be drawn.	Heads of Departments.	(*a*) Full power provided that the authority is competent to appoint a Government servant permanently to each of the posts concerned subject to the restrictions that without the sanction of Government— (1) the aggregate pay shall not exceed the pay which the Government servant would draw in the most highly paid of the appointments if he held it substantively and alone; (2) the aggregate compensatory allowances shall not exceed the total of the compensatory allowances attached to any one of the posts: provided in all cases that if the Government servant is not in a position to discharge adequately the duties of the second post, his appointment being necessitated as an exceptional measure, the further limitations shall apply that— (1) he shall be appointed merely to carry on the duties of the second post; (2) his aggregate pay shall not exceed the pay drawn by him in respect of the first post *plus* special pay not exceeding one-tenth of the presumptive pay of the second post; (3) in the cases specified in schedule A, the special pay shall be as there shown; (4) he shall not receive any portion of the compensatory allowances attached to the second post. (*b*) The authority making the appointment will decide whether or not it falls under the preceding proviso.

SCHEDULE A.

(Schedule referred to in proviso 3 in column 5 above)

Designation of Government servant appointed.	Additional post.	Special pay p.m. (in addition to pay drawn in respect of his original post).	Remarks.
1	2	3	4
(1) Talati ..	Talati ..	(1) If the Talati whose duties he performs in addition to his own, receives fixed pay such portion of that fixed pay, not exceeding one half as the sub-divisional officer may determine. (2) If the Talati whose duties he performs in addition to his own is remunerated by a percentage on the revenue, such portion of such percentage as the sub-divisional officer may determine provided always that no extra expense shall be caused to Government by the arrangement.	
(2) Second Class Subordinate Judge in Sind.	First Class Subordinate Judge in Sind.	Rs. 75.	
(3) Ranger ..	Ranger ..	Rs. 15.	
(4) Forester ..	Forester ..	Rs. 5.	
(5) Clerk of Subordinate Civil Court in Sind or a member of the clerical establishment doing duty as such.	Subordinate Judge in Sind.	Rs. 15 ..	Provided that the District Judge or the Judicial Commissioner of Sind in the case of the Karachi District considers the additional remuneration to be necessary.

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope.		Remarks.
				Class of Government servants.	Length of absence from duty.	
1	2	3	4	5	6	7
1	623	Power to grant leave, other than special disability leave, to non-gazetted Government servants.	1. District Registrars..	Sub-Registrars serving under them.	Four months.	
			2. Divisional Educational Inspectors.	Assistant Deputy Educational Inspectors, assistant masters in Government High and Middle Schools and in Training Institutions.	Nine months ..	The Divisional Educational Inspectors may, within their own Divisions, with due regard to the exigencies of the public service (*a*) transfer assistant masters in Government High and Middle schools and Training institutions (excluding assistant masters holding special posts in the scale of Rs. 250—10—300) and (*b*) make officiating appointments in temporary (*i.e.*, leave, deputation, etc.) vacancies, subject to the limitation that all appointments of Heads of Training Institutions, Deputy Superintendent, Reformatory School, Yeravda, Special posts of 1st and 2nd Masters in the Elphinstone High School, Bombay, and of 1st Assistants in Karachi and Belgaum High Schools, Head Masters of Ahmedabad and Surat Middle Schools, Vice-Principal, Training College for men, Poona, Senior Assistant Deputy Educational Inspectors and Government Inspecting Officers in each District, will continue to be made by the Director of Public Instruction.
			3. Collectors (including the Deputy Commissioner, Upper Sind Frontier).	Head Accountants ..	Four months ..	Provided the Collector is able of his own authority to appoint a substitute without reference to the Commissioner.

CHAPTER XV—*contd.*

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope.		Remarks.
				Class of Government servants.	Length of absence from duty.	
1	2	3	4	5	6	7
		Power to grant leave, other than special disability leave, to non-gazetted Government servants.	4. Deputy Inspectors General of Police and Superintendents of Police.	Police Sub-Inspectors subordinate to them.	Full period admissible.	
			5. Selected Deputy Conservators.	Subordinates, below the rank of Rangers.	Four months.	
			6. Superintendents of Excise; and Superintendent, Salt and Excise, Sind.	Clerical Establishment under them.	Full period admissible under the rules.	Provided that no extra expenditure is involved in the case of leave granted otherwise than on full average pay equal to one-eleventh of the period spent on duty.
			7. Subordinate Judges..	Ministerial officers under them.	Four months ..	When substitutes have not to be provided from other courts.
			8. Assistant Superintendents of Police.	Head Constables and Constables in their Divisions.	Do.	
			9. Assistant or Deputy Assistant Political Agent; Jail Superintendent and Medical Officer, Palanpur.	Subordinates in their offices.	One month ..	Provided no extra expense is involved.
			10. Assistant Registrars of Co-operative Societies.	Auditors, I and II class, sub-auditors, clerks and auditors' clerks, Weaving Inspector and Assistant Weaving Inspector and Industrial Organizer.	Do. ..	If so authorised by the Registrar and provided no substitute is required.
			11. Deputy Directors of Agriculture.	Agricultural Organisers I and II class.	Do. ..	

12. Mamlatdars ..	Menial establishment under them.	Four months ..	Provided that no additional expenditure is incurred.
13. Inspectors of Registration.	Peons under them ..	Do. ..	Do.
14. District Inspectors of Land Records.	Do. ..	Do. ..	Do.
15. Thanadars in Political Agencies.	Menial establishment under them.	Full period admissible ..	Provided that no additional expenditure is incurred.
16. Superintendent, Bombay City Survey.	Members of the field staff employed under him whose homes are situated beyond the limits of the Bombay Presidency.	Three months in the year on half pay or less and railway fare one way only, the leave allowance and railway fare being payable after return to duty.	
17. Chief and Superintending Engineers of Divisions, the Sanitary Engineer to Government, the Consulting Architect to Government and the Electrical Engineer to Government.	Permanent Upper Subordinates.	Leave of all kinds to the extent admissible.	Provided (*a*) that a certificate of title to leave is first obtained from the Principal Auditor in the case of Upper Subordinates of gazetted rank, (*b*) that the officer granting the leave is able to make efficient arrangements for carrying on the absentee's duty, (*c*) that the sanction is notified in the *Bombay Government Gazette* in the case of Upper Subordinates of Gazetted rank and in the case of other Upper Subordinates, a report submitted to Government and the Principal Auditor from the 26th of one month to 25th of next month, (*d*) that in the case of Military Subordinates the delegation is restricted to leave on average salary only, applications for long leave being forwarded to the General Officer Commanding of the Division in which the Subordinate is employed.

CHAPTER XV—*contd.*

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope.		Remarks.
				Class of Government servants	Length of absence from duty.	
1	2	3	4	5	6	7
		Power to grant leave, other than special disability leave, to non-gazetted Government servants.	18. The Executive Electrical Engineer to Government.	Upper and Lower Subordinates (permanent or temporary).	One month ..	Provided (*a*) the officer is able to make efficient arrangements for carrying on the absentee's duties, (*b*) that a certificate of title to leave is first obtained from the Principal Auditor in the case of Upper Subordinates of Gazetted rank, (*c*) that the sanction is notified in the cases contemplated in (*b*) above and in others a report is submitted to Government and the Principal Auditor as explained in proviso (*c*) against item (17) above.
			19. Executive Engineers of Districts.	Upper and Lower Subordinates (permanent and temporary) and permanent draftsmen.	Do. ..	(*a*), (*b*) and (*c*) as above.
			20. Executive Engineers in Southern Division in Sind.	Clerks in Executive Engineers' offices.	Four months ..	Provided that a report is submitted to the Principal Auditor through the Superintending Engineer or Chief Engineer in Sind as the case may be and that the Executive Engineer is able to make efficient arrangements for carrying on the absentee's duties.
			21. Executive Engineers in Central Division.	Head Clerks in Executive Engineers' offices.	One month ..	Do.
			22. Executive Engineers of Divisions in the Central and Northern Circles.	Clerks in Executive Engineers' offices except Head Clerks.	Four months ..	Do.

			23. Executive Engineers of permanent districts in the Deccan Irrigation Division.	Clerks in Executive Engineers' offices.	Do. ..	Do.
			24 Do. ..	Head Clerks in Executive Engineers' offices.	One month ..	Do.
2	625 ..	Power to grant leave, other than special disability leave, to Gazetted Government servants.	1. Chief Justice ..	Gazetted officers appointed by the High Court.	Full period admissible.	
			2. Bishop of the Diocese.	Chaplains of the Church of England.	Four months ..	Provided that the grant of leave is reported to Government.
			3. Commissioner in Sind.	Gazetted officers in Sind, except those in the Forest Department.	Full period admissible ..	Provided the necessary arrangements can be made by the Commissioner of his own authority.
			4. Do. ..	Mukhtyarkars and other officers graded with them.	Do.	
			5. Surgeon General with the Government of Bombay.	Gazetted officers serving under him.	One month ..	Provided the substitute is either an honorary or semi-Government officer and has to perform the officer's duties in addition to his own. The Surgeon General should notify the appointments of substitutes in the *Bombay Government Gazette* over his signature.
			6. Surgeon General with the Government of Bombay.	All Honorary officers of the Bombay and Mofussil Hospitals.	Three months with an extension of such leave to a further period of three months.	Provided no honorarium is granted for the period.
			7. Director of Public Health.	Do. ..	Do. ..	The Director of Public Health should notify the appointments of substitutes in the *Bombay Government Gazette* over his signature.
			8. Commissioners of Divisions.	Gazetted officers except those in the Forest and Police Departments.	Two months ..	Provided the necessary arrangements can be made by the Commissioner of his own authority.
			9. Do. ..	Mamlatdars and other officers graded with them.	Full period admissible.	

CHAPTER XV—*contd.*

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope.		Remarks.
				Class of Government servants.	Length of absence from duty.	
1	2	3	4	5	6	7
		Power to grant leave, other than special disability leave, to non-gazetted Government servants.	10. Inspector-General of Police.	Gazetted Police officers in the Presidency proper.	Two months ..	The Inspector-General of Police should consult the Commissioners of Divisions concerned before granting leave to Gazetted Police officers. In cases in which no extra expense is entailed on the State he should at once notify the grant of leave and the arrangements made in consequence thereof. In cases in which extra expense is entailed on the State, the consequent arrangements will be notified by Government to whom the Inspector-General should therefore send timely intimation of the arrangements.
			11. The Commissioner of Police, Bombay.	Superintendents of the Bombay City Police Force.	Do. ..	The Commissioner should report to Government the grant of leave for notification in the *Bombay Government Gazette*.
			12. Chief Conservator of Forests.	Extra Assistant Conservators not in charge of Divisions.	Full period permissible ..	Provided no substitute is required or the officer granting the leave is able of his own authority to appoint a substitute.
			13. Do. ..	Divisional Forest officers.	Four months ..	Do.
			14. Commissioner of Excise.	Gazetted officers of the Excise Department.	One month ..	Do.
			15. Settlement Commissioner and Director of Land Records.	Gazetted officers serving under him.	Do. ..	Do.
			16. Settlement Commissioner and Director of Land Records.	District Inspectors of Land Records.	Full period admissible.	

17. Director of Public Instruction.	Gazetted officers serving under him.	One year ..	The Director should notify the appointments of substitutes in the *Bombay Government Gazette* over his signature. Such appointments should not be for a period exceeding four months in each case.
18. Conservators of Forests.	Extra Assistant Conservators not in charge of Divisions.	One month ..	Provided no substitute is required or the officer granting the leave is able of his own authority to appoint a substitute.
19. Director of Agriculture.	Gazetted officers serving under him.	Do. ..	Do.
20. Director of Industries.	Do. ..	Do. ..	Do.
21. Consulting Surveyor to the Government of Bombay.	Do. ..	Do. ..	The Consulting Surveyor should notify the appointments of substitutes in the *Bombay Government Gazette* over his signature.
22. Registrar of Co-operative Societies.	Do. ..	Do. ..	Provided no substitute is required or the officer granting the leave is able of his own authority to appoint a substitute.
23. Inspector-General of Registration.	Do. ..	Do. ..	Do.
24. Principal, Bombay Veterinary College.	Gazetted officers in the Glanders and Farcy Department and officers of the College.	Do. ..	Do.
25. Political Resident, Aden.	Gazetted officers serving under him.	Do. ..	Do.
26. Resident, Kolhapur and Political Agent, Southern Maratha Country States.	Do. ..	Do. ..	Do.
27. Political Agent, Mahi Kantha.	Do. ..	Do. ..	Do.
28 Political Agent, Rewa Kantha.	Do. ..	Do. ..	Do.
29. Superintendent of Stamps, Bombay.	Do. ..	Do. ..	Do.

CHAPTER XV—*contd.*

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated.	Scope		Remarks.
				Class of Government servants.	Length of absence from duty.	
1	2	3	4	5	6	7
		Power to grant leave, other than special disability leave, to non-gazetted Government servants.	30. Superintendent, Civil Veterinary Department, Bombay Presidency.	Gazetted officers serving under him.	One month ..	Provided no substitute is required or the officer granting the leave is able of his own authority to appoint substitute.
			31. Collectors (including the Deputy Commissioner, Upper Sind Frontier).	Mamlatdars and Mukhtyarkars and other officers graded with them.	Four months ..	Provided the Collector is able of his own authority to appoint a substitute without reference to the Commissioner.
			32. Revenue Officer, Lloyd Barrage and Canals Scheme.	Mukhtyarkars ..	Do. ..	Provided the Revenue Officer is able of his own authority to appoint a substitute without reference to the Commissioner.
			33. District Judges ..	Subordinate Judges ..	Do. ..	When no *locum tenens* is necessary.
			34. Chief and Superintending Engineers of Divisions, Sanitary Engineer to Government and Consulting Architect to Government.	All Assistant Executive Engineers and Temporary Engineers (whether under covenant or under annual sanction).	Do. ..	Provided (*a*) that the officers are not in charge of any executive District, (*b*) that the officer granting the leave is able to make efficient arrangements for carrying on the absentee's duties, (*c*) that the sanction is notified in the *Bombay Government Gazette*.
				Members of the Provincial Engineering Service.	Full period admissible ..	(*a*), (*b*) and (*c*) as above.
			35. The Criminal Tribes Settlement Officer.	Gazetted officers under the control of the Criminal Tribes Settlement Officer.	Two months ..	The cases in which no extra expenditure is involved.

CHAPTER XV—*concld.*

Serial No.	Number of Rule.	Nature of power.	Authority to which the power is delegated	Scope.
1	2	3	4	5
	645 F. R. 73	(1) Power to extend leave in the case of a Government servant who remains absent after the end of his leave.	The authority which granted the leave.	Full power provided that the Government servant on leave will, on his return, be under the authority's administrative control.
	..	(2) Power to grant extensions of leave up to one month to all Lecturers, Teachers and Registrars at the Medical Schools in the Presidency.	Surgeon General	Provided the persons to whom the leave is granted are not B. M. S. officers.
	771	Power to grant maternity leave.	Heads of offices ..	Female pensionable Government servants employed by them.
	779	Power to grant leave on account of ill-health to officers on Government vessels while undergoing medical treatment.	Any authority competent to grant leave, under Rule No. 623.	Full power.

APPENDIX II.

[*See* Rule 9 (23)]

List of Officers who are to be deemed "Heads of Departments" for the purposes of the Bombay Civil Services Rules.

1. The Commissioner in Sind.
2. The Commissioners of Divisions.
3. The Commissioner of Excise.
4. All Collectors including the Deputy Commissioner, Upper Sind Frontier.
5. The Chief Conservator of Forests, Bombay Presidency.
6. The Conservators of Forests.
7. The Settlement Commissioner and Director of Land Records.
8. The Director of Agriculture.
9. The Registrar of Co-operative Societies.
10. The Inspector-General of Registration.
11. The Director of Industries.
12. The Superintendents of Stamps, Bombay and Karachi.
13. The Superintendent, Civil Veterinary Department, Bombay Presidency.
14. The Principal, Bombay Veterinary College.
15. The Registrar of Companies, Bombay.
16. The Accountant General, Bombay.
17. The Resident and Commander-in-Chief, Aden.
18. The Resident at Kolhapur and Political Agent, Southern Maratha Country States.
19. The Inspector-General of Police.
20. The Commissioner of Police, Bombay.
21. The Registrar of His Majesty's High Court of Judicature, Appellate Side, Bombay.
22. The Judicial Commissioner of Sind.
23. The Administrator General.
24. The Official Trustee.
25. The Prothonotary and Registrar of His Majesty's High Court of Judicature, Original Jurisdiction, Bombay.
26. The District and Sessions Judges.
27. The Chief Presidency Magistrate, Bombay.
28. The Inspector-General of Prisons.
29. The Chief Judge of the Court of Small Causes, Bombay.
30. The Remembrancer of Legal Affairs.
31. The Advocate General.
32. The Solicitor to Government.
33. The Surgeon General with the Government of Bombay.
34. The Director of Public Health.

35. The Director of Public Instruction.
36. The Superintendent of Government Printing and Stationery.
37. The Chief Engineers.
38. The Superintending Engineers of Circles.
39. The Sanitary Engineer to Government.
40. The Consulting Architect to Government.
41. The Electrical Engineer to Government.
42. The Chief Engineer, Lloyd Barrage and Canals Construction.
43. The Consulting Surveyor to Government.
44. The Secretaries to Government.
45. The Right Reverend the Lord Bishop of Bombay.
46. The Criminal Tribes Settlement Officer.
47. The Revenue Officer, Lloyd Barrage and Canals Construction.
48. The Secretary, Legislative Council.

APPENDIX III.

Government Servants declared to be in Inferior Service.

[*See* Rule 9 (27)]

All Departments—

Jemadars, Havildars, Naiks (other than those serving in the Excise Preventive Establishment of the Salt and Excise Department in Sind elsewhere than at the offices at Karachi, Hyderabad and Sukkur).
Peons and boy peons.
Daftarbands and Daftaries.
Book-binders.
Malis paid from establishment charges.
Watchmen paid from establishment charges.
Hamals, Farashes and Kamathies paid from establishment charges.

Agricultural Department—

Mukadams, Dairymen, Ploughmen, Insect Setters and Collectors.

Veterinary Department—

Laboratory and Lazaretto servants.

Judicial Department—

Bailiffs.

Public Works Department—

Khalasis and Tindals.

Forest Department—

Forest Guards.

Medical Department—

Ward servants.
Sweepers.

Public Health Department—

Firemen and Lascars of the Steam Launch used by the Port Health Officer, Bombay.

Printing Department—

Binders' Boys.
Coolies.
Chowkidars.
Die Stampers' Boys.
Eyeletters.
Fitters' Boys.
Folders.
Flymen.
Guillotine men.
Gilders' Boys.
Gumming men.
Glue preparers.

Printing Department—contd.

Hamals.
Lascars.
Litho Pressmen.
Metal makers.
Multigraph menials.
Oilers and cleaners.
Paper layers.
Paging men.
Paper counters.
Paper folders.
Packers.
Perforators.
Ruling men.
Roller men.
Rubbers.
Roller makers.
Spongemen.
Stockers and Breakers.
Setters.
Wire stitchers.

Educational Department—

Laboratory hamals.
Machine attendant in the College of Engineering, Poona.
Cooks in female Educational Institutions.

Secretariat—

Mukadam.
Liftmen.
Durwans.

APPENDIX IV.

Government Servants declared to be Ministerial Government Servants.

[*See* Rule 9 (35)]

All Departments—
Clerks.
Storekeepers.

Agricultural Department—
Superintendents, Assistant Superintendents, Artist, Auditor, and Price Inspectors attached to the office of the Director of Agriculture.
Mechanical Draftsmen.
Tracers.

Co-operative Department—
Sub-Auditors.

Land Records Department—
Draftsmen.

Revenue Department—
Sheristedars.
Deputy Chitnises.

Police Department—
Non-gazetted establishment of Finger Print Bureaux.

Jail Department—
Personal Assistant to the Inspector General of Prisons.

Military Secretary to His Excellency the Governor's Office—
Superintendent and clerks including those employed as garden clerks and compounders.

Private Secretary to His Excellency the Governor's Office—
Superintendent and clerks.

Public Works Department—
Draftsmen.
Ferro-typists.

Printing Department—
Assistant Superintendent, Chief Storekeeper, Assistant Storekeeper, Accountants — in the office of the Superintendent, Government Printing and Stationery.

Secretariat—
Superintendents, Assistant Superintendents, including the Superintendents in the office of the Director of Information and Labour Intelligence and Translators in the office of the Oriental Translator.

APPENDIX V.

[Referred to in Rule 9 (49)]

Rules regulating the grant of Bad Climate Allowance.

(1) Bad Climate Allowance is a necessary and proper form of compensation for the discomfort, hardship, and danger to health, which are entailed by service in places, where, owing to heavy rainfall and excessive growth of vegetation, malaria is very prevalent, or where for want of transport and communications it is difficult for a Government servant to go away to a healthier climate for a change of air.

(2) The allowance should be admissible to Mamlatdars, Police Inspectors, Subordinate Engineers, and non-gazetted and menial Government servants serving in the tracts and at places mentioned in the Schedule to this Appendix.

(3) The allowance should be given on the following scales :—

I.—General Scale.

Pay	Allowance Rs.
Rs. 150 and over	20
Rs. 75 to 149	15
Rs. 43 to 74	7
Rs. 27 to 42	5
Rs. 18 to 26	3
Below Rs. 18	2

Note.—Excise Sub-Inspectors of all grades should get an allowance of Rs. 15 per mensem.

II.—Special Scale for the Akrani and the Dangs.

	Allowance Rs.
Government servants on pay of Rs. 50 and above ..	20
Government servants on pay of Rs. 30 and less than Rs. 50	10
Government servants on pay of Rs. 15 and less than Rs. 30	5
Government servants on pay of Rs. 12 and less than Rs. 15	3
Government servants on pay of less than Rs. 12 ..	2

III.—Special Scale for Forest Department.

	Allowance Rs.
Government servants on pay of Rs. 150 and above ..	20
Government servants on pay of Rs. 50 and less than Rs. 150	15

	Allowance Rs.
Government servants on pay of Rs. 15 and less than Rs. 50	5
Government servants on pay of Rs. 12 and less than Rs. 15	2
Government servants on pay of less than Rs. 12 ..	1

(4) No allowance should be paid to a Government servant who is a native of, or has his residence in, the tract or place for which the allowance is claimed. This principle is relaxed on administrative grounds in the case of Forest establishments stationed in the Satpuras and the unhealthy tracts of Kanara District. The Range Forest Officer, Akrani, should draw bad climate allowance according to the scale laid down for the Forest Department.

(5) The Dangs Diwan is excluded from participation in the benefits of the bad climate allowance scheme.

(6) Government servants serving on work-charged establishments are held eligible for the bad climate allowance.

Schedule.

REFERRED TO IN RULE 2 OF THE RULES REGULATING THE GRANT OF BAD CLIMATE ALLOWANCE.

List of places at which Bad Climate Allowance should be paid.

Name of District.	Name of the town or village.
Northern Division.	
Surat	.. The Dangs
	All places in the following four sazas of Mandvi Taluka :
	Untwa
	Patal
	Salaiya
	Dharampur
	Deogad
	Patal
	Balethee
	Loowarwad
	Soli
	Peterkui
	Jamkui
	Devghad
	Isar
	Kolkhadi
	Limdha
	Amli

Name of District.	Name of the town or village.
Northern Division—contd.	
Surat—*contd.* ..	Gangpur Devghad
	Jamankuva Devghad
	Bundha
	Picharvan
	Chor Amba
	Maldha
	Khareda
	Tarapur
	Foolwadi
	Karanjwan
	Rakhaskhadi
	Lakhgam
	Vishala
	Visdalia
	Badtal
	Sarkui
	Bhatkui
	Dadhwada
	Kakdapur
	Bedadha
	Pipalwada
	Gangpur Harsad
	Jhari Dadhwada
	Amalwan
	Sathwah
	Kalamkuwa
	Makanjar
	Gamtalao Khurad
	Umalkhadi
	Goddha
	Tarsada Khurad
	Regama
	Khodamba
	Parvat
	Ladkuwa
	Kimdungra
	Dadakui
	Forest villages
	Chandpor
	Balanga
	Balatirath
	Haripor Kanaghat
	Andhatri Devghad
	Magatra
	Karvati

Name of District.	Name of the town or village.
Northern Division—contd.	
Surat—*concld.*	Khatra Devi
	Khimpore
	Gundvan
	Ghelvas
	Jetpor
	Ghari Devghad
	Dhaj
	Dhajamba
	Pipalvan
	Patvadi
	Bhensi
	Mahudi
	Rakhwav
	Rundha
	Limbdi
	Sarsi
	Saraspada
	Amalchuni
	Bulsar Taluka
	Ronvel
	Valod Petha
	Valod
Thana . ..	All places in the Vihigam Forest Range
	All places in Sawa Forest Range
	All places in Udhwa which lie to the east of Udhwa inclusive of Udhwa
	Mahim (Mahim Taluka)
	Kelva Mahim
	Kase Khurd (Dahanu Taluka)
	Pareli
	Mandvi
	Mokhada Peta (All establishments at Mokhada except those whose head-quarters are at Mokhada)
	Tilwal
	Ogda
	Shila
	Dadra
	Ujani
	All places on Nagar Haveli Customs Frontier
The Panch Mahals	Gulbar
	Kathla (Dohad)

Name of District.	Name of the town or village.
Northern Division—concld.	
The Panch Mahals—*concld.* ..	Chakalia (Jhalod) Thala (Jhalod) Shivrajpur (Halol) Champaner (Halol)
Rewa Kantha Agency	Gad (Boriad) in Vadia Taluka or Thana
Central Division.	
Nasik	Peint Taluka (All establishments stationed in the Peint Taluka)
West Khandesh	Nawapur Taluka (All establishments stationed in the Nawapur Taluka including Nawapur town) Taloda Taluka (All establishments stationed in the Taloda Taluka including Akrani Mahal except those whose head-quarters are at Taloda town and except those employed within the limits of the following sazas):— 1. Amlad 2. Mod 3. Nimbhore 4. Khedle 5. Sadgavan 6. Morwad 7. Dhanore 8. Bahurupe Sakri Taluka (Places in the Western half of the Taluka, *i.e.*, places included within the following sazas) :— 1. Pankheda 2. Chopala 3. Samode 4. Dhaner 5. Kirwade 6. Dahiwel-Kondaibari 7. Tembhe Paragane Warsa Kalmbe Chapebari or Chapeban 8. Deshshirwade-Balhane 9. Dang Shirwade-Kalaswade (Pada of Kudashi)

Name of District.	Name of town or village.
Central Division—contd.	Sakri Taluka—*contd.*
West Khandesh—*contd.*	10. Bondgaon 11. Pargaon 12. Khandbara-Shirsole 13. Manjre-Shendwade 14. Brahmanwel 15. Valve 16. Umarpata-Kudapada, Nandurki, Shendyawad, Charanmal 17. Pimpalner 18. Bopkhel 19. Malgaon Nandurbar Taluka (All places in the Western half of the Taluka, *i.e.*, places included in the following sazas): 1. Raigad 2. Wadli-Wadlipada, Sayla, Tapi Khadkale 3. Loy-Pimplod Tarf Dhanore, Natawad 4. Dhanore-Mangrul 5. Borde 6. Kasbe Kothli-Pawla, Vadjakhan 7. Ashte Shirpur Taluka The following places: 1. Khambala-Amba 2. Sule-Sulia 3. Rohini 4. Boradi-Wasardi 5. Sangwi-Palasner 6. Dahiwad 7. Hisala and the following forest stations in the Satpudas: 1. Bablas 2. Dhondwada 3. Bhoiti 4. Borkheda 5. Wadi 6. Hadakheda 7. Lauki 8. Ukhalwadi 9. Borpani

Name of District.	Name of the town or village.
Central Division—contd.	
West Khandesh—*concld.* ..	.. Shirpur Taluka—*contd.* 10. Bhudki 11. Kodit 12. Malkatar 13. Wakwad 14. Umarada Shahada Taluka The following places: 1. Vadgaon 2. Amode 3. Adgaon 4. Holmubarakpur and the following forest stations in the Satpudas: 1. Mandane 2. Aslod 3. Malgaon 4. Londhra 5. Kondawal 6. Tarad 7. Mhasawad 8. Tavlai 9. Mamlatpur 10. Ranipur 11. Khed 12. Kudhawad 13. Dhandra 14. Chichora 15. Shahana 16. Kakirda
East Khandesh ..	.. Chopda Taluka Vaijapur, and the following forest stations in the Satpudas: 1. Satrasen 2. Umarti 3. Karjana 4. Deozari 5. Bormali 6. Krishnapur 7. Borajanti 8. Gandya-Devara 9. Pandhari 10. Malapur 11. Kundyapani

Name of District.	Name of the town or village.
Central Division—concld.	
East Khandesh—*concld.* ...	Yawal Taluka The following forest posts in the Satpudas : 1. Mohemandli 2. Haripur Settlement 3. Langda Amba 4. Tinshamli 5. Vaghjhira 6. Nagdevi 7. Gadharyakheda (near Langa Amba) Raver Taluka Pal, and the following forest posts in the Satpudas : 1. Garbardi 2. Sahasraling 3. Gangapuri 4. Nimdya 5. Shikarbardi 6. Lalmati
Southern Division.	
Kolaba	Karjat Taluka Govalwadi
Bijapur	Badami Taluka Mudkavi
Dharwar	Dharwar Taluka Mavin Kop (Allowance for the Forest Guard only) Mugad
Belgaum	Khanapur Taluka Jamboti Round Londha East and West Rounds Godoli Round Merde Round Nagargalli Series Round
Kanara	Siddapur Taluka Kodkani Nilkund Danmav Dodmane Sovinkop Muttalli Karkisaval Balekot Shivalmane

Name of District.	Name of the town or village
Southern Division—contd.	
Kanara—*contd.* ..	.. Siddapur Taluka—*contd.*
	Kanchikai
	Murur
	Itgi
	Kyadgi
	Korlakai
	Bilgi
	Bedkani
	Umbalmane
	Karajgi
	Halkani
	Kansur
	Tyagli
	Manigar
	Kolsirsi
	Haliyal Taluka
	Bhagwati
	Barchi
	Dandeli Range
	Kulgi Range
	Virnoli Range
	Haliyal Range
	Sambrani Range
	Supa Petha
	Kumbarwada
	Goida
	Tinai
	Supa Range
	Gund Range
	Birkol
	and
	Anshi Rounds of Kadra Range
	Ankola Taluka
	Sunksal
	Ramanguli Range
	Karwar Taluka
	Kurnipet Round (except Bare Beat)
	Kadra Round
	Kadra
	Gote-gally Round except Mallapur Beat
	Gopshitta Round with the exception of the following villages :—
	1. Bolshitta
	2. Ghadsai
	3. Ulge

Name of District.	Name of the town or village.
Southern Division—concld.	
Kanara—*concld.* ..	.. Gopshitta Round with the exception of the following villages—*contd.* 4. Arav 5. Kolge 6. Chitakule 7. Kanasgeri Sirsi Taluka Sonda Devimane Menshi Kakkalli Bedeggade Hulgol Dennalli Bandal Mandur Hulekal Sampkhand Ajjibal Mattigar Shivalli Shigehalli Bisalkop Hunshekop Maujuni Itguli Kulve Urtot Islur Sadashivalli Kangode Yekkambi Honavar Taluka Gersappa Yellapur Taluka and Mundgod Peta Yellapur Range Bare Beat of the Kunnipet Round Kirwatti Range Katur Range Bhartanalli Range Mundgod Range Arbail Manchikeri Gunjawati Pala

APPENDIX VI.

[*See* Rule 9 (49)]

Sind Allowance.

On account of the severe climatic conditions prevalent in the greater part of Sind an allowance on the scale mentioned below is admissible to provincial service officers holding the following posts in that province subject to these reservations :—

(*a*) that the allowance should not be granted to an officer who is a native of Sind, the Punjab, or the North-West Frontier Province, or who, except as provided below, has been promoted to a gazetted appointment in Sind from a non-gazetted appointment in Sind, the Punjab or the North-West Frontier Province : provided that a member of the Bombay Engineering Service (Irrigation Branch), not being a native of Sind, the Punjab, or the North-West Frontier Province, shall be held eligible for the allowance, even though he may have been promoted from a non-gazetted appointment in Sind ;

(*b*) that officers with headquarters at Karachi and Hyderabad—excepting Irrigation officers—in those districts shall be ineligible for the allowance.

Scale of Sind Allowance.

Serial No.	Designation.	Amount per mensem.	Remarks
		Rs.	
1	Collectors of Sukkur, Larkana, Nawabshah and Thar Parkar.	100	
2	Deputy Collectors ..	50	
3	Mukhtyarkars in Upper Sind including the Deputy Manager, Encumbered Estates, Upper Sind.	35	
4	Cotton Breeder, Nawabshah .	50	
5	Divisional Superintendent of Agriculture in Sind.	50	
6	Divisional Forest Officers at Sukkur, Larkana and Sub-Divisional officers if any attached to these Divisions.	50	
7	Deputy Superintendent of Salt and Excise, Upper Sind (Sukkur).	50	

Serial No.	Designation.	Amount per mensem.	Remarks.
		Rs.	
8	District Judges, Sukkur and Larkana.	100	
9	Joint or Assistant Judge, Sukkur or Larkana.	50	
10	Deputy Superintendents of Police with Headquarters at places outside Karachi and Hyderabad Districts.	50	
11	Civil Surgeons, Larkana and Sukkur.	100	
12	Officers of the Bombay Medical Service, Shikarpur and Thar Parkar.	50	
13	Officers of the Bombay Service of Engineers.	50	When an Assistant Engineer who is eligible for the allowance is appointed to act as Executive Engineer of a Division where it is admissible it should be paid to him at the rate based on the number of years' service in the Indian Service of Engineers connoted by his officiating pay in that service.

APPENDIX VII.

[Referred to in Rule 10]

Rules for the examination of candidates as to their physical fitness.

1. Candidates will be examined and certified in Bombay by the Presidency Surgeon. In the mofussil they will be examined and certified by the Civil Surgeon of the District, in which they are employed or reside for the time being, or by a Medical Officer duly appointed for the purpose (*vide* Schedule A below). The certificate should be in the form prescribed by Rule 11 of Chapter III.

2. Female candidates for Government employment when not exempted from the operation of Rule 10 will be examined by doctors of their own sex appointed for the purpose. The examination in their case will be confined to the general condition of health and constitution only. In Bombay City they will be examined and certified by the Medical Officer, Cama and Albless Hospitals.

3. The Educational Inspector in Sind is authorised to give certificates as to physical fitness in the case of female candidates for employment in the Educational Department in that Province after referring to a Lady Doctor.

4. Medical Officers in charge of civil stations should, when required to do so, examine successful candidates as to their physical fitness both before admission into the Training Colleges and before they are appointed to Government service.

Students of the Training Colleges for men and women at Poona and Hyderabad should on admission be examined by the Bombay Medical Service Officer in medical charge of these institutions instead of by the Civil Surgeons, Poona and Hyderabad, and on leaving the Colleges they should be examined as to their physical fitness by the Civil Surgeons of the districts to which they are appointed.

5. Heads of offices will furnish the candidate with a letter of cognizance stating the department and the appointment to which the candidate will be appointed and also briefly summarising the nature of the work he or she will have to perform, and making mention of any special hardships of climate, weather, fatigue and such like which the candidate will have to endure. The declaration mentioned in the next paragraph should be attached to the letter of cognizance.

6. The utmost care should be exercised in furnishing certificates of physical fitness to candidates for public services, and applicants will be required by the appointing authority to declare in writing, when possible, whether they have at any time been pronounced unfit for Government employment by a duly constituted medical authority.

7. The examination as to the physical fitness of candidates, except in the case of those seeking admission to departments for which special standards of physical fitness are laid down, will comprise routine examination

into the health and bodily condition of candidates for the public service, with special reference to the points noted below :—

(1) General conformation.
(2) The presence or otherwise of hœmorrhoids or fistula.
(3) The presence or otherwise of hernia, or weakness of the inguinal rings and canals.
(4) The presence of varicocele, hydrocele, or other affections of the testicle.
(5) The presence of pyorrhœa alveolaris.
(6) Any evidence of venereal disease.
(7) The presence of Trachoma.
(8) Any inveterate skin disease.

8. Candidates will be required to pass the visual test laid down in the regulations as to the standards of vision, *vide* Schedule B below.

9. Medical Officers should note in the certificates of physical fitness the fact of vaccination having or not having been performed and should also take the left hand thumb impression of the candidate thereon in the case of a non-gazetted officer. The examining Medical Officers are responsible for this.

Note.—The above rules are laid down as a general guide for the examination of candidates for Government service, but Medical Officers are allowed perfect freedom of action in the grant of certificates to candidates with some defect which will not interfere with the performance of the candidates' duties.

10. Candidates of inferior physique for admission into the Bombay Veterinary College with a view to ultimate employment in Government service will not be admitted.

The following standard for height and chest measurements of these candidates is prescribed for guidance :—

Age.	*Height.* Feet.	Inches.	*Chest.* Inches.
18	5	4	30
19	5	4	31
20	5	4	31
21	5	4	32
22	5	4	33

For every additional inch in height there should be an increase of half an inch in chest measurement at the respective ages. Strict conformity with the standard is not required.

11. Candidates for the Central Police Training School must be certified by the Civil Surgeon to be thoroughly fit for out-door employment and free of any disease likely to interfere with their efficiency as Police Officers. They must be vaccinated or, if they have already been vaccinated, must be re-vaccinated before joining the school.

12. Selected candidates for the Executive Branch of the Provincial Civil Service should be examined by the Medical Board at the Presidency Town in accordance with the following rules :—

(1) The examination as to the physical fitness of these candidates shall be such as would be required by a reputable life assurance

company if the candidates wished to insure at normal rates for the full terms of their lives.

(2) It will comprise the routine examination into the health and bodily condition of candidates for the Public Service as laid down in paragraph 7 above.

A table is appended for the guidance of the Medical Examiners showing the minimum relative heights, weights and chest measurements, which should as a general rule be regarded as sufficient.

(3) Candidates with any deformity or defects, which will incapacitate them in any degree or may hereafter tend to incapacity, or those suffering from any of the ailments above-mentioned (paragraph 7) should be rejected.

(4) Candidates who are abnormally spare or light, and those who are distinctly of an obese, flabby, or full blooded habit of body, should be rejected.

(5) The existence of any of the following conditions will also disqualify, *viz.* :—

(*a*) Any tubercular disease.

(*b*) A neurotic temperament.

(*c*) The loss of an eye.

(*d*) Any chronic affection of the eyes or ears, or any acute affection of these organs until it be cured.

(*e*) Considerable varicosity of the veins of the either leg.

(*f*) Venereal disease.

(6) Candidates must pass the visual tests prescribed in Schedule B to these rules.

(7) Cases of candidates rejected for defects or ailments, which are possibly remediable, will be reported to Government, who will decide whether re-examination shall be permitted and the date thereof.

Table (referred to in clause (2) above) showing the lowest relative heights, weights, and chest measurements :—

Height.		*Weight.*	*Chest measurement.*
Feet.	Inches.	Lbs.	Inches.
5	0	98	32
5	1	100	32
5	2	102	32½
5	3	104	33
5	4	108	33
5	5	112	33½
5	6	116	34
5	7	120	34
5	8	124	34½
5	9	130	35
5	10	136	35½
5	11	140	36
6	0	148	37
6	1	154	38
6	2	163	40
6	3	175	40

13. A candidate selected for appointment to the Provincial Forest Service is required to produce a health certificate signed by a Commissioned Medical Officer or by a Medical Officer in charge of a civil station and certifying to the nominee's sound constitution, good vision, and hearing, and general physical fitness for a rough out-door life in the Forest Department, and to the fact that he bears marks of successful vaccination or of small-pox.

14. Candidates for appointments to the Upper Subordinate Forest Service or Ranger Class will be required to produce a health certificate in the following form signed by a Commissioned Medical Officer or by a Medical Officer in charge of a civil station :—

Examination free.

Dated 192 .

I hereby certify that I have examined a candidate for the Forest Ranger's course, and cannot discover that he has any disease, constitutional affection, or bodily infirmity. He has sound constitution, good vision and hearing, and in my opinion he is physically fit for a rough out-door life in the Forest Department.

His age is according to his own statement years, and by appearance about years. He has been vaccinated (or protected from small-pox).

Civil Surgeon.

Note 1.—The medical examination of a candidate for selection to the Forest Service will be conducted free of charge, if he is armed with a letter from a Forest Officer not lower in rank than Divisional Forest Officer. Care should be taken by that officer that letters are given only to likely applicants.

Note 2.—Any candidate is liable to further medical examination, if the Chief Conservator so directs.

15. Candidates for all State scholarships tenable in England or on the Continent are required to submit with their application a certificate of physical capacity to undergo the course of life and study, which they will have to follow in England, signed or countersigned by the Presidency or a Civil Surgeon. Such candidates should therefore be subjected to a careful medical examination by the Presidency Surgeon or the Civil Surgeon, as the case may be, and special attention should be paid to the probability of their being able to stand the English climate. A candidate for a State scholarship should pay the usual fee for a certificate unless he is provided with a letter of authority requesting the Civil Surgeon to examine him.

16. Candidates for any special department of Government service, having special standards of physical fitness, must be provided with and present a copy of any such special standards to the examining officer.

17. Medical Officers who are in doubt about the fitness of a candidate should refer the whole case to the Surgeon General, who will decide whether the candidate should be examined by another Medical Officer or by a Medical Board.

18. Candidates pronounced unfit shall be entitled to appeal to the Surgeon General through the examining Medical Officer, who in forwarding the appeal will state his or her reasons for the decision. The

Surgeon General will decide whether the candidate should be examined by another Medical Officer or by a Medical Board.

19. It is not desirable that a candidate for the Public Service, who on first presenting himself for medical examination is unable to obtain the requisite certificate of fitness, should be debarred entirely from again applying for such a certificate, if any sufficient reason exists for the belief that the cause of his previous unfitness may have disappeared. Except therefore in those cases in which the candidate had been previously rejected on account of permanent or incurable unfitness, re-examination should be allowed at the discretion of the Civil Surgeon, and, whenever the Civil Surgeon refuses to re-examine, the application should be submitted by him with his remarks for the orders of the Surgeon General.

20. Candidates found temporarily unfit for medical and surgical reasons should be granted certificates of temporary unfitness "on account of (state reasons) which can be remedied by medical treatment (or by operation)."

21. The examining Medical Officer is held responsible for the measurements of height, weight, chest and abdomen in cases where these are specifically laid down. He is also responsible for noting on the certificate the marks of identification.

22. Detailed accounts of the examinations held in India by individual Medical Examiners, or by Medical Boards, of candidates, who may subsequently have to present themselves for final examination before the India Office Medical Board, should be forwarded to the Medical Board of the India Office for record. It is of great importance that the Board should have before it, when proceeding to the final examination of such candidates, full particulars of the information obtained and the conclusions reached by the examiners by whom the candidate was first passed as physically fit for Government service.

SCHEDULE A.

The following Medical Officers are appointed to examine candidates stated against their names:—

Police Surgeon, Bombay ..	Members of the Bombay Police Force.
Medical Officers of Prisons and Jails	Prison and Jail Establishments.
Superintendents of Mental Hospitals	Mental Hospital Establishments.
Assistant Directors of Public Health	Public Health Establishments.
Medical Officer, Cama and Albless Hospitals, Bombay ..	Female candidates in Bombay.
Subordinate Medical Service Officers in charge of Dispensaries in Thar and Parkar District ..	Low paid Government servants in that District.

Subordinate Medical Service Officers in charge of Dispensaries in the Hyderabad and Karachi Districts ..	.. Untrained teachers serving in the Lar of these Districts.

SCHEDULE B.

Regulations as to the Standard of Vision.

(*a*) *Provincial and Subordinate Services other than technical services.*

1. A candidate may be admitted into the Civil Services of Government if ametropic in one or both eyes, provided that, with correcting lenses, the acuteness of vision be not less than 6/9 in one eye and 6/6 in the other ; there being no morbid changes in the fundus of either eye.

2. Cases of Myopia, however, with a posterior staphyloma may be admitted into the service, provided the ametropia in either eye does not exceed 2·5 D, and no active morbid changes of choroid or retina be present.

3. A candidate who has a defect of vision arising from nebula of the cornea is disqualified if the sight of either eye be less than 6/12 ; in such a case the acuteness of vision in the better eye must equal 6/6, with or without glasses.

4. Paralysis of one or more of the exterior muscles of the eyeball disqualifies a candidate for the services under the control of the Government of Bombay. In the case of a candidate said to have been cured of strabismus by operation, but without restoration of binocular vision, if, with correcting glasses, the vision reach the above standard (1), and if the movement of each eye be good, the candidate may be passed. The same rule applies to the case of unequal ametropis without binocular vision, both eyes having full acuteness of vision with glasses and good movement.

(*b*) *The Departments of Forest, Factories, and for various Artificers.*

1. If myopia in one or both eyes exists, a candidate may be passed, provided the ametropia does not exceed 2·5 D, and if with correcting glasses, not exceeding 2·5 D, the acuteness of vision in one eye equals 6/9 and in the other 6/6, there being normal range of accommodation with the glasses.

2. Myopic astigmatism does not disqualify a candidate for service, provided the lens or the combined spherical and cylindrical lenses required to correct the error of refraction do not exceed 2·5 D, the acuteness of vision in one eye, when corrected, being equal to 6/6, and in the other eye 6/9, there being normal range of accommodation with correcting glasses, and provided there is no evidence of progressive disease in the choroid or retina.

3. A candidate having total hypermetropia not exceeding 4 D is not disqualified, provided the sight in one eye (when under the influence of

atrophine) equals 6/9, and in the other eye equals 6/6, with + 4 D or any lower power.

4. Hypermetropic astigmatism does not disqualify a candidate for service, provided the lens or combined lenses required to cover the error of refraction do not exceed 4 D and that the sight of one eye equals 6/9 and of the other 6/6, with or without such lens or lenses.

5. A candidate having a defect of vision arising from nebula of the cornea is disqualified if the sight of one eye be less than 6/12. In such a case, the better eye must be emmetropic. Defects of vision arising from pathological or other changes in the deeper structures of either eye, which are not referred to in the above rules, may exclude a candidate for admission into the service.

6. A candidate is disqualified if he be unable to distinguish the principal colours (achromatopsia).

7. Paralysis of one or more of the exterior muscles of the eyeball disqualifies a candidate for the service.

(c) *The Department of Public Works.*

1. If myopia in one or both eyes exists, a candidate may be passed, provided the ametropia does not exceed 3·5 D, and if with correcting glasses not exceeding 3·5 D, the acuteness of vision in one eye equals 6/9 and in the other 6/6, there being normal range of accommodation with the glasses.

2. Myopic astigmatism does not disqualify a candidate, provided the lens, or the combined spherical and cylindrical lenses, required to correct the error of refraction, does not exceed 3·5 D, the acuteness of vision in one eye, when corrected, being equal to 6/9, and in the other 6/6, there being normal range of accommodation with the correcting glasses, and provided there is no evidence of progressive disease in the choroid or retina.

3. A candidate having total hypermetropia not exceeding 4 D, is not disqualified, provided the sight in one eye (when under the influence of atrophine) equals 6/9, and in the other eye equals 6/6, with + 4 D glasses, or any lower power.

4. Hypermetropic astigmatism does not disqualify, provided the lens or combined lenses required to cover the error of refraction do not exceed 4 D, and that the sight of one eye equals 6/9, and of the other 6/6, with or without such lens or lenses.

5. A candidate having a defect of vision arising from nebula of the cornea is disqualified if the sight of one eye be less than 6/12. In such a case the better eye must be emmetropic. Defects of vision arising from pathological or other changes in the deeper structures of either eye, which are not referred to in these rules, may disqualify a candidate.

6. A candidate is disqualified if he be unable to distinguish the principal colours (achromatopsia).

7. Paralysis of one or more of the exterior muscles of the eyeball disqualifies a candidate for service.

(d) Bombay Medical Service and the Police Department.

1. If a candidate can read D = 6 at 6 metres (20 English feet) and D = 0·6 at any distance, selected by himself, with each eye without glasses, he will be considered fit.

2. If a candidate can only read D = 24 at 6 metres (20 English feet) with each eye without glasses, his visual deficiency being due to faulty refraction, which can be corrected by glasses which enable him to read D = 6 at 6 metres (20 English feet) with one eye, and D = 12 at the same distance with the other eye, and can also read D = 0·8 with each eye without glasses at any distance selected by himself, he will be considered fit.

3. If a candidate cannot read D = 24 at 6 metres (20 English feet) with each eye without glasses, notwithstanding he can read D = 0·6, he will be considered unfit.

4. Squint, inability to distinguish the principal colours, or any morbid condition, subject to the risk of aggravation or recurrence in either eye, may cause the rejection of a candidate.

N.B.—In all other respects, candidates for these two branches of the service must come up to the standard of physical requirements laid down for candidates for commissions in the Army.

(e) Special Duty.

Candidates for special duty under Government must possess such an amount of acuteness of vision as will, without hindrance, enable them to perform the work of their office for the period their appointments may last.

APPENDIX VIII.

[*See* Rule 167]

B. C. S. R. FORM No. I

F. R. FORM No. 10.

Service Book.

Space should be provided on the reverse of the title page of the service book to record thumb and finger impressions of (non-gazetted) Government servants under the following heading :—

"Thumb and finger impressions of (non-gazetted) Government servant."

The opening page of the service book should contain the following entries :—

(1) Name.
(2) Race.
(3) Residence.
(4) Father's name and residence.
(5) Date of birth by the Christian era as nearly as can be ascertained.
(6) Exact height by measurement.
(7) Personal marks for identification.
(8) Signature of Government servant.
(9) Signature and designation of the head of the office or other attesting officer.

Note.—[The entries in this page should be renewed or re-attested at least every five years, and the signature in lines (8) and (9) should be dated.]

The remaining folios of the service book should be divided into fifteen columns, *viz.* :—

(1) Name of appointment.
(2) Whether substantive or officiating, and whether permanent or temporary.
(3) If officiating, here state substantive appointment.
(4) Pay in substantive appointment.
(5) Additional pay for officiating.
(6) Other emoluments falling under the term "Pay."
(7) Date of appointment.
(8) Signature of Government servant.
(9) Signature and designation of the head of the office or other attesting officer in attestation of columns 1-8.
(10) Date of termination of appointment.
(11) Reason of termination (such as promotion, transfer, dismissal, etc.).
(12) Signature of the head of office or other attesting officer.
(13) Leave taken—nature and duration of.
(14) Signature of the head of the office or other attesting officer.
(15) Reference to any recorded punishment or censure, or reward or praise of the Government servant.

APPENDIX IX.

[*See* Rules 255 and 282]

The following Government servants and classes of Government servants are eligible for the concession given by Rule 255 :—

(1) All Government servants included in the following Schedule.

(2) All Government servants who are eligible for a special additional pension under Rule 262.

(3) Any other gazetted Government servants performing duties, which are not of a subordinate character, whom Government may declare to be eligible for the concession.

SCHEDULE.

1. *Education*—
   Officers of the Bombay Educational Service.
2. *Excise*—
   (*a*) Officers of the Bombay Excise Department not lower in rank than Superintendent.
   (*b*) The Superintendent, Nasik Distillery.
   (*c*) The Excise Analyst, Government Distillery, Nasik.
3. *Factory and Boiler Inspection*—
   Inspectors of the Factory, and Boiler and Smoke Nuisances Departments.
4. *Forests*—
   Officers of the Bombay Forest Service and Forest Engineering Service.
5. *Jails*—
   Officers not lower in rank than Superintendent.
6. *Judicial*—
   (*a*) Judges of the Courts of Small Causes ;
   (*b*) Presidency Magistrates ;
   (*c*) Registrar, Judicial Commissioner's Court, Sind ;
   (*d*) Subordinate Judges of the 1st and 2nd class ;
   (*e*) Assistant Judges ;
   (*f*) District and Sessions Judges ;
   (*g*) The following officers of the Bombay High Court :—
      (*i*) Head Assistant, Prothonotary's Office,
      (*ii*) Assistant Taxing Master,
      (*iii*) Chief Clerk of the Insolvent Debtors' Court,
      (*iv*) First, Second, and Third Deputy Registrars, Original Side,
      (*v*) Deputy Registrar, Appellate Side,
      (*vi*) Assistant Registrar, Appellate Side,
      (*vii*) Chief Translator and Interpreter ;
   (*h*) The Registrar, Court of Small Causes, Bombay ;
   (*i*) The Registrar, Presidency Magistrates' Court.

7. *Medical*—
   (*a*) Civil Surgeons ;
   (*b*) Civil Assistant Surgeons ;
   (*c*) Professors of Medical Colleges ;
   (*d*) Chemical Analysers.
8. *Police*—
   (*a*) Deputy Superintendents of Police.
9. *Political*—
   Oriental Translator.
10. *Printing and Presses*—
   (*a*) Superintendent, Government Printing ;
   (*b*) Manager, Photo-Zinco Press ;
   (*c*) Managers of the Commissioner's Press, Karachi, or the Government Central or Yeravda Prison Presses.
11. *Bombay Civil Service*—
   Deputy Collectors.
12. *Bombay Engineering Service*—
   Officers of a rank not lower than that of Assistant Engineer.
13. *Veterinary*—
   Officers of the Bombay Veterinary Service.
14. *Agriculture*—
   (*a*) Officers of the Bombay Agricultural Service ;
   (*b*) Assistant Registrars and Special Auditors, Co-operative Department.
15. Assistant Secretaries to Government.
16. Superintendent, Bombay City Survey and Land Records Office.

APPENDIX X.

[*See* Rules 262, 263, 264 and 289]

1. Government servants holding the posts included in the attached Schedule are eligible for special additional pensions under Rule 262.

2. Government may add to Parts I or II of the Schedule any posts in pensionable service.

SCHEDULE.

PART I—*Upper Grade.*

1. Director of Public Instruction.
2. Chief Conservator of Forests.
3. Chief Engineer.
4. Director of Agriculture.
5. Posts, ordinarily held by members of the Indian Civil Service, of the rank of or higher in rank than that of a Commissioner of a Division or a District and Sessions Judge in the selection grade.

PART II—*Lower Grade.*

1. Prothonotary Testamentary and Admiralty Registrar.
2. Master and Registrar in Equity and the Commissioner for taking Accounts and Local Investigations and Taxing Officer.
3. Conservator of Forests.
4. Superintending Engineer.
5. Superior posts, ordinarily held by members of the Indian Civil Service, lower in rank than that of a Commissioner of a Division or a District and Sessions Judge in the selection grade.

APPENDIX XI.

[*See* Rules 265 and 284]

The following Government servants and classes of Government servants are eligible for the concessions made by Rules 265 and 284 :—

(1) All Government servants included in the attached Schedule ;

(2) Any other gazetted Government servant holding a post or serving in a service to which recruitment is likely to take place normally after 25 years of age whom Government may declare to be eligible for the concession.

SCHEDULE.

1. Officers appointed direct to posts in Class I of the Bombay Agricultural Service.

2. Officers appointed direct to posts in the Bombay Educational Service.

3. Inspectors of the Factory, and Boiler and Smoke Nuisances Departments.

4. Judges of Small Causes Courts.

5. Subordinate Judges of the First and Second Class.

6. Assistant Judges.

7. District and Sessions Judges.

8. High Court, Original Side :—

(*i*) Prothonotary Testamentary and Admiralty Registrar.

(*ii*) Master and Registrar in Equity and Commissioner for taking Accounts and Local Investigations and Taxing Officer.

(*iii*) Assistant Prothonotary and Commissioner for taking Affidavits.

(*iv*) Assistant Commissioner for taking Accounts and Assistant Taxing Officer.

(*v*) Chief Clerk, Insolvent Debtors' Court.

9. Presidency Magistrates.

10. Officers appointed direct to posts in Class I of the Bombay Veterinary Service.

11. Superintendent of Government Printing and Stationery and Managers of Government Presses.

APPENDIX XII.

[*See* Rules 282, 288 (*b*) and 290]

The following Government servants and classes of Government servants are eligible for pensions according to Scale A mentioned in Rule 282, in addition to special additional pension, if admissible :—

(1) All Government servants included in the following Schedule.

(2) Any other gazetted Government servant performing duties which are reasonably comparable with the duties of posts of undoubted superiority and involving some degree of independent responsibility whom Government may declare to be eligible for the concession.

SCHEDULE.

1. Government servants holding posts in Class I of the following services :—

(*i*) The Bombay Educational Service (Men's Branch) ;
(*ii*) The Bombay Agricultural Service ;
(*iii*) The Bombay Veterinary Service ;
(*iv*) The Bombay Forest Service ; and
(*v*) The Bombay Engineering Service.

2. High Court :—

(*i*) The Prothonotary Testamentary and Admiralty Registrar ;
(*ii*) The Master and Registrar in Equity and Commissioner for taking Accounts and Local Investigations and Taxing Officer.

APPENDIX XIII.

[*See* Rules 318 and 325]

FORM A.

(Mentioned in Rule 318)

I, _____, desire to commute a portion of my _____ pension of Rs. _____ as. _____ ps. _____ a month. After careful consideration I am convinced that it will be to the distinct and permanent advantage of myself and my family to apply, as I am resolved to do, the commuted value in the manner detailed in the separate signed statement* I have attached hereto. I also certify that I have correctly answered each and all of the questions below.

Signature _____

Designation _____

Address _____

Place _____

Dated _____

*N.B.—1. In the absence of a definite purpose no portion of the pension can be commuted.

2. The grounds for believing that distinct and permanent advantage will be secured should be stated.

Questions.	Answers.
1. What is the date of your birth ?	
2. How much of your pension do you wish to commute ?	
3. Have you any debts or liabilities ? Give particulars.	
4. Have you a wife ? Name the members of your family dependent on you with their respective ages.	

Questions.	Answers.
5. What was your monthly income from all sources during the past year ? Give particulars.	
6. Do you suffer from any complaint likely to shorten life ? If so, state its nature.	
7. Were you a subscriber to the General Provident Fund ? If so, state the amount at your credit at the date of retirement and if the money has been paid, in what way it has been utilised.	

Place _____ } Signature _____
Dated _____ }

FORM B.

(Mentioned in Rule 325)

Stamp Duty Rupee one.

Whereas I, _____ of _____ _____, retired _____, applied on the _____ day of _____ 19 for the commutation of (*a*) _____ _____ of the amount of my pension, *viz.*, Rs. (*b*) _____ only per mensem, stating the object for which I desired the commutation and whereas Government have been pleased by Government $\frac{\text{Resolution}}{\text{Order}}$ in the _____ _____ Department No. _____ dated the _____ to accord their sanction to the commutation of Rs. _____ of the said pension, on condition that I give an undertaking in writing that the money will be applied to the object for which commutation is desired.

Now therefore I, _____

of _____, retired _____,

do hereby agree and give an undertaking that, in consideration of Government sanctioning the commutation of (*a*) _____ of my pension, I shall on receiving the sum of Rs. (*b*) _____ being the commutation of the aforesaid (*c*) _____ of my pension, utilize the sum so received for the object stated in my said application dated the _____ 19 ; and I do further agree and hereby stipulate that in case I fail or neglect to carry out the abovementioned undertaking within a period of _____ from the date of receipt of the amount, I will pay to Government, as I hereby bind myself and agree to do, a sum of Rs. (*b*) _____ by way of penalty for non-compliance with the terms of this agreement.

Signed by me the abovementioned
on the _____ day of _____ 19 .

(*a*) Here enter the part of the amount of pension of which commutation is applied for.

(*b*) Here enter the amount in figures and words.

(*c*) Here enter the part of the amount of pension commuted.

APPENDIX XIV.

[*Vide* Rules 321, 330 and 331]

Table of present values for commutation of pensions drawn in rupees.

Age next birthday.	Commutation values expressed as number of years' purchase.	Age next birthday.	Commutation values expressed as number of years' purchase.
18	17·286	55	10·386
19	17·189	56	10·093
20	17·089	57	9·778
21	16·987	58	9·469
22	16·881	59	9·159
23	16·771	60	8·849
24	16·657	61	8·539
25	16·540	62	8·231
26	16·419	63	7·924
27	16·294	64	7·619
28	16·165	65	7·317
29	16·031	66	7·018
30	15·892	67	6·723
31	15·748	68	6·430
32	15·599	69	6·143
33	15·445	70	5·860
34	15·286	71	5·583
35	15·120	72	5·313
36	14·949	73	5·049
37	14·772	74	4·791
38	14·589	75	4·542
39	14·399	76	4·301
40	14·203	77	4·069
41	13·999	78	3·846
42	13·788	79	3·633
43	13·570	80	3·431
44	13·343	81	3·241
45	13·109	82	3·063
46	12·867	83	2·905
47	12·618	84	2·767
48	12·362	85	2·645
49	12·098	86	2·530
50	11·828	87	2·419
51	11·551	88	2·312
52	11·268	89	2·206
53	10·979	90	2·103
54	10·685		

[*Vide* Rule 321]

Table of values for the commutation of pensions drawn in sterling.

Age next birthday.	Number of years' purchase.	Age next birthday.	Numbers of years' purchase.
28	13·807	55	10·018
29	13·720	56	9·812
30	13·631	57	9·602
31	13·542	58	9·388
32	13·449	59	9·171
33	13·352	60	8·951
34	13·250	61	8·728
35	13·145	62	8·503
36	13·035	63	8·275
37	12·920	64	8·046
38	12·800	65	7·815
39	12·676	66	7·583
40	12·547	67	7·351
41	12·413	68	7·118
42	12·275	69	6·886
43	12 131	70	6·654
44	11·982	71	6·423
45	11·828	72	6·194
46	11·669	73	5·967
47	11·505	74	5·742
48	11·336	75	5·520
49	11·162	76	5·300
50	10·983	77	5·084
51	10·799	78	4·872
52	10·611	79	4·664
53	10·417	80	4·460
54	10·218		

APPENDIX XV.

[*See* Rule 334 Note (*1*)]

Rules for regulating the grant of compensatory allowances to Government servants under the Administrative Control of the Bombay Government stationed at certain Expensive Places.

The following rules govern the grant of compensatory allowances to Government servants stationed at Bombay, Salsette, Poona, and Karachi, who hold substantively or in an officiating capacity posts in the services mentioned in the annexed schedule and who draw only the scale pay or grade pay of these services with or without the addition of special pay. They do not apply to (1) officers who are not whole-time servants of Government, (2) officers whose pay has been revised in accordance with Government Circular No. 438, dated the 25th June 1920, and (3) ministerial and menial servants of Government.

Note.—Probationers as defined in Rule 9 (47) are eligible for this allowance.

Rule 1.—This allowance will be calculated on pay as defined in Fundamental Rule 9 (21) and Rule 9 (39) at the rates in list "A" in Bombay and the South Salsette Taluka of the Bombay Suburban District and those in list " B " in Poona, Karachi and the North Salsette Mahal of the Thana District :—

Rate of pay.		Rate of allowance.	
From	To	A	B
..	150	40	20
151	200	55	25
201	250	70	35
251	300	80	40
301	400	90	45
401	450	100	50
451	500	110	55
501	600	125	60
601	800	150	75
801	1,000	175	85
1,001	1,500	200	100
1,501	..	225	125

Note 1.—The payment of the allowance is conditional on the provision of funds by the Legislative Council in the case of officer not appointed by the Secretary of State.

Note 2.—For the purposes of the above scale—

(*i*) the limits of Bombay, North and South Salsette are—
  (*a*) Bombay Island.
  (*b*) North Salsette Taluka of the Thana District (with officers stationed at Thana and Bhayandar).
  (*c*) South Salsette Taluka of the Bombay Suburban District (with officers stationed at Bandra, Andheri, Kurla, Kandivlee, Chembur, Bhandup and Ghatkopar);
(*ii*) the limits of Karachi should be taken to include the limits of Karachi Municipality and the cantonments of Karachi and Manora;
(*iii*) The limits of Poona should be taken to be the limits of Poona city taluka,

Rule 2.—Except as provided in Rule 2-A this allowance is admissible only to a Government servant a member of whose family, as defined in Rule 9 (18), is resident with him.

Note 1.—The allowance is admissible to a Government servant for the whole day any part of which is included in the period of residence with him of a member of his family.

Note 2.—The allowance is admissible to a Government servant for a period of temporary absence of his family not exceeding seven months if a residence is maintained during the period, provided that when a Government servant is posted to a place where this allowance is admissible, the allowance may not be drawn until a member of his family actually joins the Government servant at the place. In making a claim under Note 2 the Government servant must certify in his pay bill that he has maintained a separate residence and that his family intends to return to him within seven months of the date on which it left him. If this condition is not fulfilled the Government servant concerned must, unless in the meanwhile he is transferred to another station, refund the amount of the allowance drawn which would otherwise have been inadmissible.

*Rule 2-A**.—A Government servant, no member of whose family as defined in Rule 9 (18) resides with him, may draw this allowance only when he is declared by Government to be compelled to maintain a separate residence of his own or holds a post to which Government declare a specified official residence to be attached, provided in both cases that the residence is actually maintained.

Rule 2-B.—In claiming this allowance under the provisions of Rules 2 or 2-A a Government servant must certify in his pay bill either that a member of his family has resided with him, or that he has maintained a separate residence or the official residence attached to his post, during the period.

Rule 3.—Officers who are required to tour regularly will draw the allowance only for the period from 1st May to 31st October. A list of officers who have been declared as non-touring officers for this purpose is given in annexure A.

Note 1.—An officer transferred from a touring to a non-touring appointment should, during the period of transit, be treated as a touring officer and be allowed during transit the allowance admissible at the lesser rate, if any.

Note 2.—The Mamlatdar, Poona City Taluka, and the Assistant Collector or Deputy Collector doing duty as Personal Assistant to the Collector of Poona should be considered as non-touring.

Rule 4.—Any existing local allowances other than local allowances of the Deputy Commissioners of Police, Bombay, or conveyance allowance or travelling allowances will be merged in the compensatory allowances now sanctioned. Government servants who receive free housing accommodation otherwise than as remuneration for extra duties performed by them should deduct from the amount of compensatory allowance due under these rules a sum equal to 10 per cent. of their emoluments as defined in Fundamental Rule 45 (*c*) and Rule 9 (17) or the actual rent of the quarters, whichever is less.

Note 1.—In the case of Government servants whose present conveyance allowances exceed Rs. 200 per mensem, the excess should be considered as local allowance and merged in the compensatory allowance.

Note 2.—House allowances granted in lieu of housing accommodation received as remuneration for extra duties, and house allowances drawn under G. R., F. D., No. 84 dated 22nd September 1923, do not merge in this allowance. All other allowances should be deemed local allowances for the purpose of this rule.

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* *Vide* Annexure E.

Note 3.—When compensatory allowances are already attached to posts admitted to these compensatory allowances, Government servants who held the posts on or before 5th December 1923 are entitled to receive whichever allowance or sum of allowances is greater and draw the allowance now granted as soon as it exceeds the compensatory allowance previously admissible. Government servants appointed after 5th December 1923 to posts admitted to this allowance are entitled to receive only the compensatory allowance now granted.

Note 4.—Compensatory allowances which merge in this allowance should cease from 1st March 1923.

Note 5.—Government servants who receive free housing accommodation on the ground that they are compelled to live on the site of their duty should be treated as receiving it as remuneration for extra duties and no deduction should therefore be made on that account from their compensatory allowance. A list of Government servants who are entitled to such free accommodation or receive house rent in lieu thereof is given in annexure B.

Rule 5.—All medical officers admitted to this allowance, who are permitted private practice or who receive an allowance in lieu of private practice are entitled to draw this allowance at half rates. A list of medical officers who are entitled to the allowance at half rates is given in annexure C.

Rule 6.—The allowance is not admissible during leave of any kind or on vacation. A Government servant, however, whose work requires him to be present on duty in the station during vacation should be permitted to draw the allowance if he is otherwise eligible for it under the rules. Any such officer applying for the allowance must attach to his pay bill a certificate that he was present on duty in the station during the vacation.

Rule 7.—Except in cases in which the duty allowance was given for a specific addition to the work or responsibility of a post the compensatory allowance drawn by a Government servant in receipt of special pay containing a duty allowance should be diminished by an amount equal to half the amount of such duty allowance. A list of duty allowances granted for arduousness or importance of the duties attached to the posts and which do not contain any element of compensation for cost of living is given in annexure D.

Rule 8.—The above rules are provisional and are liable to be withdrawn or modified in the event of a marked change in the cost of living in the localities to which the orders relate or in the conditions of service or pay of particular posts, whenever Government consider such modification or withdrawal to be justified.

Government also reserve the right to admit or refuse the allowance to any individual officer or class of officers in any case in accordance with the general spirit of these rules.

SCHEDULE.

I. Officers of the—

(1) Indian Civil Service.
(2) Bombay Civil Service—Executive Branch.
(3) Bombay Civil Service—Judicial Branch.
(4) Indian Forest Service.
(5) Bombay Forest Service.
(6) Indian Police Service.
(7) Bombay Police Service.

(8) Indian Educational Service.
(9) Bombay Educational Service.
(10) Indian Agricultural Service.
(11) Bombay Agricultural Service.
(12) Indian Veterinary Service.
(13) Bombay Veterinary Service.
(14) Indian Medical Service.
(15) Bombay Medical Service.
(16) Indian Service of Engineers.
(17) Bombay Engineering Service.

II. Mamlatdars and Mukhtyarkars.
III. Head Accountants.
IV. Military Assistant Surgeons.
V. Non-Indian Medical Service Superintendents of Prisons.
VI. Jailors.
VII. Inspectors, Bombay Presidency Police.
VIII. Superintendents of Excise.
IX. Assistant Directors of Public Health, Poona and Karachi.
X. Two non-Indian Medical Service Officers attached to the Medical Research Department of the Haffkine Institute.
* XI. Registrar, Court of the Judicial Commissioner of Sind.
XII. Assistant to the Criminal Tribes Settlement Officer, Northern Circle, Poona.
XIII. Health officer of the Port of Karachi.
XIV. P. W. D. Specialist Officers.
XV. Temporary Assistant Engineers.
XVI. Assistant Registrars of Co-operative Societies, including the Personal Assistant to the Registrar and the Special Auditor, Bombay Division.
XVII. Auditors and Agricultural and Industrial Organisers of Co-operative Societies.
XVIII. Agricultural Engineer to Government.
XIX. Agricultural Chemist.
XX. Special Engineer, Minor Irrigation Works.
XXI. District Inspectors of Land Records, Poona and Thana.
XXII. Professor of Civil Engineering, College of Engineering, Poona.

ANNEXURE A.

The following officers have been declared non-touring officers for the purposes of Rule 3 :

Public Works Department.

Northern Circle.

Two Assistant Engineers attached to the Public Works Department, Secretariat.

Assistant Engineer attached to the office of the Superintending Engineer, Northern Circle.

Executive Engineer, Presidency Division.

* The compensatory allowance admissible to the Registrar is to be reduced by the amount by which his special minimum pay of Rs. 500 exceeds his ordinary scale pay.

Personal Assistant to the Executive Engineer, Presidency Division (Assistant Executive Engineer or Assistant Engineer).

Assistant Engineers who are Sub-Divisional Officers in the Presidency Division.

Assistant Engineer in charge of Thana Sub-Division.

Assistant Engineer in charge of Andheri Sub-Division.

Electrical Engineer.

Assistant Engineer who is a Sub-Divisional Officer under the Electrical Engineer.

Central Circle.

Two Assistant Engineers attached to the office of the Superintending Engineer, Central Circle.

Executive Engineer, Poona Division.

Executive Engineer, Head Quarters Works Division.

Personal Assistant to the Executive Engineer, Poona Division (Assistant Executive Engineer or Assistant Engineer).

Assistant Engineer in charge of Head Quarters Sub-Division, Poona Division.

Assistant Executive Engineer serving in Head Quarters Works Division.

Two Assistant Engineers serving in the Head Quarters Works Division.

Deccan Irrigation Circle.

Two Assistant Engineers attached to the office of the Superintending Engineer, Deccan Irrigation Circle.

Assistant Engineer attached to the office of the Executive Engineer, Special Irrigation Division.

Assistant Engeer attached to the Poona Irrigation Division.

Sanitary Engineer to Government.

Executive Engineer, Poona Drainage Construction.

Assistant Engineer (Acting Executive Engineer) in charge of the Project Office.

Three Assistant Engineers in the Sanitary Engineer's Office.

Assistant Executive Engineer (Acting Executive Engineer), Poona Water Works Division.

Electrical Engineer to Government.

Assistant Engineer (Sub-Divisional Officer), Poona Electrical Sub-Division.

Executive Electrical Engineer, Electrical Division.

Sind.

Assistant Engineer attached to the Office of the Superintending Engineer, Indus Right Bank Circle.

Assistant Engineer attached to the office of the Superintending Engineer, Indus Left Bank Circle.

Executive Engineer, Karachi Buildings Division.

Assistant Engineer (Sub-Divisional Officer), Karachi Buildings Division.

Assistant Executive Engineer attached to the Karachi Buildings Division.

Assistant Engineer attached to the office of the Chief Engineer in Sind and candidate (Apprentice Engineer) employed in the Karachi Buildings Division.

Lloyd Barrage and Canals Construction.

Executive Engineer (Personal Assistant to the Chief Engineer, Lloyd Barrage and Canals Construction).

Assistant Engineer (Second Personal Assistant to the Chief Engineer, Lloyd Barrage and Canals Construction).

Assistant Engineer (Personal Assistant to the Superintending Engineer, Rohri Canals Circle).

Assistant Engineer (Personal Assistant to the Superintending Engineer, Western Circle).

Assistant Engineer (Personal Assistant to the Superintending Engineer, Eastern Nara Circle).

The Consulting Architect to Government.

The Deputy Consulting Architect to Government.

The Quantity Surveyor.

The Assistant Architect under the Consulting Architect to Government.

The Electrical Engineer to Government.

The Assistant to the Electrical Engineer.

The Executive Engineer, Poona Water Works Division.

The Electrical Inspector in Sind.

The Executive Engineer and two Assistant Engineers, Central Designs Division.

Mr. T. E. Ferro, Temporary Engineer and Personal Assistant to the Electrical Inspector, Bombay.

Mr. S. R. Sahgal, Temporary Engineer, Electrical Division, Bombay.

Mr. C. E. Ricketts, Temporary Engineer, Indus River Commission.

Three Students and candidates employed for practical training in the Presidency (excluding Sind).

Home Department.

Deputy Inspector General of Police, Criminal Investigation Department, Poona.

Deputy Superintendents of Police, Criminal Investigation Department, Poona.

Superintendent of Police, Sind Criminal Investigation Department.

Inspectors of Police, Criminal Investigation Department, Poona City, and Cantonment and Headquarters.

Inspectors of Police, Poona, Prosecuting Inspector (Police Prosecutor above the efficiency bar), Poona.

Deputy Superintendent of Police attached to Headquarters and Office, Poona.

Assistant Superintendent of Police or Deputy Superintendent of Police in charge of the City Sub-Division, Poona.

Deputy Superintendent of Police, Bombay Suburban Division, and Police Inspector, Bandra.

Superintendent of Police, B. B. & C. I. Railway.

Superintendent of Police, G. I. P. and M. & S. M. Railways.

Assistant Superintendent of Police or Deputy Superintendent of Police, G. I. P. and M. & S. M. Railways.

Inspector doing duty as office Superintendent in the office of the Super intendent of Police, B. B. & C. I. Railway.

Inspector of Police, Grant Road, B. B. & C. I. Railway.
Do. Victoria Terminus.
Do. Poona, G. I. P. Railway.
Do. Sind Railways.

Prosecuting Inspectors (Police Prosecutor above the efficiency bar) B. B. & C. I. and G. I. P. and M. & S. M. Railways.

Police Inspectors, Sind Criminal Investigation Department, Karachi.

Police Inspectors on the detective staff of the B. B. & C. I., G. I. P. and M. & S. M. and Sind Railways.

Police Prosecutor (above the efficiency bar), Karachi.

Deputy Superintendent of Police in charge of Criminal Tribes Branch.

Superintendent of Police, Sind Railways, Karachi.

Deputy Superintendents of Police posted to Karachi Headquarters.

Deputy Superintendents of Police, Sind Criminal Investigation Department.

Inspector of Police on traffic duty at Karachi and those sanctioned at the Karachi Headquarters.

Revenue Department.

Personal Assistant to the Collector of Poona.

Mamlatdar, Poona City Taluka.

Personal Assistant to the Registrar of Co-operative Societies.

Auditor, Co-operative Societies, Bombay Branch.
Do. do. Welfare Work, Bombay.

Special Auditor, Co-operative Societies, Bombay.

Deputy Superintendent, Civil Veterinary Department, Bombay Presidency.

Economic Botanist to Government.

Horticulturist to Government.

Agricultural Chemist to Government.

Plant Pathologist to Government.

Professor of Agricultural Economics.

ANNEXURE B.

(Referred to in Note 5 under Rule 4)

Department.	Designation of officers.
Educational Department ..	(1) Principal, Elphinstone College, Bombay. (2) Principal, Sydenham College of Commerce, Bombay. (3) Professor of Indian Economics, Sydenham College of Commerce, Bombay. (4) Principal, Secondary Training College, Bombay. (5) Lecturer in English, Secondary Training College. (6) Principal, Royal Institute of Science, Bombay. (7) Principal, Deccan College, Poona. (8) Professor in charge of Deccan College Hostels. (9) Principal, College of Engineering, Poona. (10) Professor in charge of Engineering College Hostels. (11) Principal, Training College for Men, Poona. (12) Professor of English, Deccan College. (13) Superintendent of Workshop Hostels, College of Engineering. (14) Lady Superintendent, Training College for Women, Poona. (15) Lady Superintendent, High School for Indian Girls, Poona. (16) Superintendent, Yeravda Reformatory School. (17) Principal, Sir J. J. School of Art.
Medical Department ..	(1) All Bombay Medical Service Officers attached to Hospitals, *viz.*, J. J. Hospital, Andheri Dispensary, C. P. Wadia Dispensary, Thana, and Civil Hospital, Thana. (2) All Indian Medical Departmen Officers.

Department.	Designation of officers.
Medical Department—*contd.*	(3) Indian Medical Service Officers holding any of the following posts:— (*a*) Resident Surgeon, St. George's Hospital. (*b*) Director, B. B. Laboratory. (*c*) Assistant Director, B. B. Laboratory. (*d*) Superintendent, Central Mental Hospital, Yeravda. (*e*) Surgeon to His Excellency the Governor. (4) Medical Officer in charge of K. B. P. S. Dispensary, Poona. (5) Medical Officer in charge of Kurla Dispensary. (6) Assistant Port Health Officer, Bombay. (7) Medical and Surgical Registrars, J. J. Hospital. (8) Dean, Grant Medical College.
General Administration ..	Private Secretary to His Excellency the Governor. Personal Assistant to the Commissioner in Sind. Resident Deputy Secretary to Government.
Public Works Department ..	Additional Electrical Engineer, Poona. Assistant Electrical Engineer in charge of Electrical Sub-Division in Bombay. Custodian of Town Hall Customs House and Development Building.
Jails Department ..	Superintendents of Jails, Jailors and Assistant Surgeons in the Jail Department.
Agricultural Department ..	Manager, Agricultural College Dairy, Kirkee, and Assistant Professor of Dairying, Agricultural College, Poona.
Veterinary Department ..	Professor of the Bombay Veterinary College in charge of the Hostel.

ANNEXURE C.

(Referred to in Rule 5)

The following officers in the Medical Department stationed at Bombay' Salsette, Karachi, and Poona should be considered as allowed private practice or given some allowance in lieu thereof. Their compensatory allowance should, therefore, be regulated in accordance with Rule 5 :—

(*a*) All Indian Medical Service officers (except the Resident Surgeon, St. George's Hospital, the Health Officer of the Port of Bombay and the Personal Assistant to the Surgeon General).

(*b*) All Indian Medical Department officers (except the Assistant Surgeon, Government House Dispensary).

(*c*) All Bombay Medical Service Officers.

ANNEXURE D.

(Refefted to in Rule 7)

List of appointments or officers in receipt of duty allowances which are not susceptible of reduction under Rule 7 :—

Department.	Designation of post.	Amount of duty allowance or special pay.	
		Rs.	
Land Records ..	The Settlement Commissioner and Director of Land Records.	250	
	Superintendent of Land Records, Central Division.	100	
Excise	Superintendent of Salt and Excise in Sind.	150	
Forest	Divisional Forest Officer, Working plans, Central Office, Poona.	100	When the post is held by an officer of the grade ofextra Assistant Conservator of Forests.
	Divisional Forest Officer, Karachi.	100	
	Personal Assistant to the Chief Conservator of Forests.	55	

Department.	Designation of posts.	Amount of duty allowance or special pay.
		Rs.
General Administration .	Assistant Commissioner, Central Division.	150
	Assistant Commissioner, Central Division.	100
	City Deputy Collector and Assistant Superintendent of Stamps, Karachi.	100
	Deputy Secretaries to Government.	200 each.
	Under Secretaries to Government.	150 each.
	Oriental Translator to Government.	100 each.
	Personal Assistant to Remembrancer of Legal Affairs.	100
	Assistant to the Commissioner in Sind.	100 each.
Police	Superintendent of Police, B. B. & C. I. Railway.	150
	Superintendent of Police, G. I. P. and M. & S. M. Railways.	150
	Assistant and Deputy Superintendent of Police, G. I. P. and M. & S. M. Railways.	100
	Personal Assistant to the Inspector General of Police.	200
	Superintendent of Police, Sind Railways.	150
	Superintendent of Police, Sind C. I. D. and Personal Assistant to the Deputy Inspector General of Police for Sind.	150
	Deputy Commissioners of Police Bombay.	200
	Inspectors of Police, Criminal Investigation Department, Poona.	50 each.
	Police Inspectors on the detective staff of the G. I. P., B.B. & C.I. and M.S.M. and Sind Railways.	30 each.
	Deputy Superintendents of Police, Criminal Investigation Department, Poona.	75 each.

Department.	Designation of posts.	Amount of duty allowance or special pay.
		Rs.
Police—*contd.* ..	Deputy Superintendents of Police, Sind Criminal Investigation Department.	75 each.
	Personal Assistant to the Deputy Inspector General of Poona, C. I. D., Poona.	100
	Inspector of Police, Sind Criminal Investigation Department.	50
Judicial Department ..	Registrar of the Court of Judicial Commissioner, Sind.	100—50/2—200
	City Magistrate, Karachi ..	200
	Additional City Magistrate, Karachi.	100
	Registrar, High Court, Appellate Side.	150
Education ..	Principal, Elphinstone College, Bombay.	250
	Principal and Professor of Chemistry, Royal Institute of Science, Bombay.	150
	Principal, Training College for teachers in secondary schools, Bombay.	150
	Principal, and Professor of Banking, Sydenham College of Commerce, Bombay.	150
	Deputy Director of Public Instruction, Poona.	150
	Principal, College of Engineering and Professor of Civil Engineering, Poona.	250
	Principal and Professor of English Literature, Deccan College, Poona.	150
	* Lecturer in Engineering, Engineering College, Poona, drifted from the Public Works Department.	70
Medical Department ..	Assistant Professor of Anatomy, Grant Medical College, Bombay.	75
	Assistant Surgeon, J. J. Hospital, Bombay.	30

* (20 per cent. allowance over the pay in the regular line of the P. W. D.).

Department.	Designation of posts.	Amount of duty allowance or special pay.
		Rs.
Medical Department—*contd.*	House Surgeon, Bai Motlibai and Petit Hospitals, Bombay.	60
	Senior Assistant Surgeon, St. George's Hospital.	50
	Assistant Surgeon, Government House Dispensary.	50 special allowance. 30 staff allowance.
	Assistant Surgeon doing duty at the B. B. Laboratory.	100
	Health Officer of the Port of Bombay.	100
	Teachers (B. M. S.) Medical School, Poona.	50 each.
	House Surgeon, Sassoon Hospital, Poona.	60
	Assistant Health Officer, Port of Karachi.	50
	Chemical Analyser to Government.	300
	Senior Medical Officer and First Physician, J. J. Hospital.	150
	Professor of Physiology, Histology and Hygiene.	200
	Deputy Superintendent, Central Mental Hospital, Yeravda.	75
	Bombay Medical Service Officer at Haffkine Institute.	150
	Bombay Medical Service Officer at Haffkine Institute.	100
	Medical Officer in charge of K. B. Pestonji's Dispensary, Poona.	45 30
	House Surgeons (Resident Medical Officers), J. J. & G. T. Hospitals.	200 each.
	Resident Medical Officer, G. T. Hospital.	30 Hostel allowance.
	Dean, Grant Medical College ..	150
Agricultural Department.	Principal, Agricultural College, Poona.	150

Department.	Designation of posts.	Amount of duty allowance or special pay.
		Rs.
Co-operative Department.	Personal Assistant to the Registrar of Co-operative Societies.	100
	Registrar of Co-operative Societies.	150
Public Works Department.	Executive Engineer, Special Irrigation District, Poona.	250
	Deputy Secretaries to Government.	200 each.
	Assistant Engineers attached to Administrative Offices.	50 each.
	Assistant Engineers attached to Public Works Department, Secretariat.	100 each.
	Executive Engineer, Presidency District.	200 each.
	Assistant Engineers in the Central Designs Division.	50 each.
Development Department.	Personal Assistant to the Salsette Development Officer.	100
	Deputy Secretary to Government.	300
Veterinary Department.	Principal, Bombay Veterinary College.	100
		200 for work in connection with Glanders and Farcy Department.
	Professor of Veterinary Science .	5 for work in connection with Glanders and Farcy Department.
Jail ..	Superintendent and Medical Officer, Karachi District Prison.	100
	Presidency Surgeon, Bombay ..	100

Note.—The additional pay allowed to Indian Medical Service Officers should be treated as part of pay and no reduction should be made on that account from the compensatory allowance of the officers concerned.

ANNEXURE E.

The following is the list of posts which require the maintenance of separate or specified official residences as mentioned in Rule 2 :—

(1) All officers who get free housing accommodation or house-rent in lieu thereof as remuneration for extra duties.
(2) The Health Officer of the Port of Bombay.
(3) The Health Officer of the Port of Karachi.
(4) The Civil Surgeons, Poona, Karachi, and Thana.
(5) The Surgical Registrar, B. J. Medical School, Poona.
(6) The Superintendent, B. M. Hospital and Professor of Midwifery.
(7) The Superintendent, G. T. Hospital, Bombay.
(8) The Superintendent, J. J. Hospital, and Professor of Medicine, Grant Medical College.
(9) The Collectors of Bombay, Poona, Karachi, Thana and Bombay Suburban District.
(10) The District Judges, Poona and Thana.
(11) The Joint Judge, Thana.
(12) The Assistant Judge, Thana.
(13) The First Class Subordinate Judge, Thana.
(14) The Commissioner of Police, Bombay.
(15) The Deputy Commissioners of Police, Bombay.
(16) The Deputy Inspector General of Police, Criminal Investigation Department.
(17) The Personal Assistant to the Inspector General of Police.
(18) The Personal Assistant to the Deputy Inspector General of Police, Criminal Investigation Department.
(19) The District Superintendent of Police, Poona.
(20) The Inspector of Police, Poona Cantonment.
(21) The Inspector of Police, Poona City.
(22) The Head Quarters Inspector of Police, Poona.
(23) The Inspector of Railway Police, Poona.
(24) The Inspector of Railway Police, Victoria Terminus, G. I. P. Railway.
(25) The Inspector of Railway Police, Grant Road, B. B. and C. I. Railway.
(26) The District Superintendent of Police, Bombay Suburban District.
(27) The Inspector of Police, Bandra.
(28) The District Superintendent of Police, Thana.
(29) The Assistant Superintendent of Police, Thana.
(30) The Deputy Superintendent of Police, Thana.
(31) The Superintendent of Police, Karachi Head Quarters.
(32) The Superintendent of Police, Sind Railways.
(33) The Inspectress of Girls' Schools, Central Division and Bombay Division.
(34) The First Assistant, Training College for Women, Poona, (Miss M. Shinde).
(35) The Professor of Agriculture, Poona.
(36) The Economic Botanist to Government, Poona.

(37) The Manager, Agricultural College Dairy, Poona.
(38) The Superintendents of Excise, Bombay, Poona and Karachi.
(39) The Political Assistant to the Commissioner in Sind.
(40) The Professor of Veterinary Science, Bombay.
(41) Two Veterinary Professors residing in the residences in the Veterinary College Compound, Bombay.
(42) The Resident Deputy or Under Secretary to Government.

APPENDIX XVI.

[*See* Rule 334 (Note 2)]

SECTION I.

Rules relating to the Bombay House Allowance Scheme.

The object of the scheme, as at present devised, is to grant house-rent allowances to Government Officers stationed in Bombay as a measure of relief against the increased cost of living in this city as compared with a mofussil station and the difficulties experienced in obtaining suitable accommodation either in rented houses or in boarding houses and hotels at a reasonable cost. Government reserve to themselves full power at any time to provide officers permanently resident in this place, with quarters at a suitable rental, or to reconsider the whole subject without admitting any vested rights to the concession in its present or any other form, or to any compensation owing to its withdrawal or modification. Officers temporarily resident in this place or not provided with quarters will receive allowances at the rates laid down in Rule III.

2. It has been considered unnecessary to frame the rules in such a way as to provide for all possible cases of claims to house allowance that may arise. Cases of abuse, when they do occur, should be dealt with according to the general spirit of the rules.

(S. of S.'s Desp. No. 23-P. W. dated 26th August 1910, received with G. I., F. D., No. 5436-Ex. dated 18th October 1910; G. R., F. D., No. 1045 dated 23rd March 1911; G. I., F. D., No. 181-E. B. dated 12th February 1915; G. R., F. D., No. 1365 dated 27th March 1915; G. R., F. D., No. 3526 dated 22nd September 1925.)

Rules.

I. An officer to be eligible for the benefits of the scheme will ordinarily be required to fulfil the following conditions :—

(*a*) That he holds a post specifically admitted to the scheme by an order of Government who reserve an absolute discretion to admit or refuse to admit a post to the benefits of the scheme.

(*b*) That he has a wife or child or children of his, resident with him, such child or children being dependent upon him for support.

Note.—The term "Child" or "Children" includes major sons and married daughters so long as they are residing with or wholly dependent upon the parent (the Government Servant).

[Auditor General's No. 1026-A-344-23 dated 4th October 1923.]

(*c*) That he is a Gazetted officer not belonging to a provincial service.

(*d*) That his pay is not more than Rs. 2,500 a month and that the maximum pay of his post or of the service to which he belongs is not less than Rs. 500 a month.

Exception.—An officer holding substantively a post admitted to the scheme and officiating in another not so admitted may, if his pay does not exceed Rs. 2,500 a month,

receive the benefit of the scheme, provided that the post in which he officiates would not have been excluded from the scheme but for the pay being in excess of the Rs. 2,500 limit.

(*e*) That his head-quarters under the terms of his appointment are at Bombay.

Exception.—The allowance may be drawn by officers who hold appointments in Bombay which have been admitted to the scheme, but actually reside in the suburbs up to Andheri Station on the Bombay Baroda and Central India Railway and Ghatkopar Station on the Great Indian Peninsula Railway.

(G. of I., F. D., No. 490-E. B. dated 26th January 1912; G. R., F. D., No. 798 dated 6th March 1912.)

II. The following classes of officers will ordinarily be held to be *prima facie* ineligible for admission to the benefits of the scheme:—

(*a*) Officers of a provincial service.
(*b*) Officers provided with quarters by Government, whether free or on rent.
(*c*) Medical officers who are allowed the privilege of private practice.
(*d*) Touring officers who ordinarily make no long stay at head-quarters, *viz.*, Bombay.
(*e*) Officers who are not whole-time servants of Government.
(*f*) Officers holding appointments of a local character.
(*g*) Officers whose pay has been fixed or revised since 1895 with reference to their residence in Bombay.

III. The scale of the allowance is as follows:—

Rate of salary.	Bombay.	
	Between the 1st May and 31st October.	Between the 1st November and 30th April.
	Rs.	Rs.
Under Rs. 300	40	50
Rs. 300—499	65	100
Rs. 500—999	80	170
Rs. 1,000—1,499 Rs. 1,500—1,999	70	140
Rs. 2,000—2,500	50	100

Note 1.—The rate of the allowance admissible to the holder of a post at any time is determined in accordance with the actual amount of his pay at that time and not with reference to the pay of the post.

Note 2.—In cases in which the pay and allowances of a post are limited to a fixed maximum the allowances admissible under these rules do not count towards the maximum.

IV. The allowance is admissible only for the period during which the officer himself is actually present in Bombay (or other place residence at which, under the exception to Rule 1 (*e*), qualifies for the allowance) and has his family resident with him. It is not admissible during leave of any kind.

Exceptions.—(1) An officer stationed at Bombay or other qualifying place mentioned under rule 1 (*e*) may draw the allowance in full for both the periods of the year, from May to October and from November to April, even if his family may not have been resident with him for the whole year: Provided that the period during which the family is so absent does not exceed four months in the aggregate: And provided further that a certificate* is given in the usual form that the full rent in Bombay or other qualifying place, as the case may be, continued to be paid by him and that his expenditure on house accommodation in Bombay or other qualifying place, as the case may be, was not reduced by sub-letting in any form.

(2) An officer may draw the allowance during any period of interruption of qualifying residence arising out of his own absence on official duty provided that during such absence his headquarters remain at Bombay and provided further that the certificate referred to in Form C in the Schedule is given.

* See Forms A and B in the Schedule.

SCHEDULE.

FORM A.

(*Vide* rule IV)

[To be submitted when the officer and his family have both been present in Bombay or one of its suburbs for at least a portion of the month in respect of which the claim is made.]

Certified that my wife / child / children resided with me at Bombay or one of its suburbs in the month of "192 , such child / children being dependent upon me for support.

(*a*) Certified that my wife / child / children was / were absent continuously from to and that during this period the full rent in Bombay or one of its suburbs continued to be paid by me and that my expenditure on house accommodation in Bombay or one of its suburbs was not reduced by sub-letting in any form, (*a*).

(Signature)
(Designation)

(*a*)—(*a*) This need only be added when the officer or his family were absent from Bombay during a portion of the month in respect of which the claim is made.

FORM B.

(*Vide* rule IV)

(To be submitted when the officer's family have been absent from Bombay or one of its suburbs during the whole of the month in respect of which the claim is made).

Certified that the absence of my wife / child / children commenced on

but is not expected to exceed four months in the aggregate in the year and that the full rent in Bombay or one of its suburbs during the whole month of 192 continued to be paid by me and that my expenditure on house accommodation in Bombay or one of its suburbs was not reduced by sub-letting in any form.

(Signature)
(Designation)

FORM C.

(*Vide* rule IV)

(To be submitted when the officer is absent on duty from Bombay or one of its suburbs during the month in respect of which the claim is made.)

Certified that my head quarters during the month of 192 remained at Bombay and that the full rent in Bombay or one of its suburbs continued to be paid by me and that my expenditure on house accommodation in Bombay or one of its suburbs was not reduced by sub-letting in any form.

(Signature)

(Designation)

(3) When an officer has taken a house or flat for the accommodation of his family for a fixed period of tenancy, he may continue to draw the allowance up to the termination of that tenancy even though his family be absent. It will for this purpose be necessary for him to furnish to the Audit Officer the dates of the commencement and termination of his lease and also a certificate that after taking account of any receipts through sub-letting, his expenditure on house accommodation has not been less than if the absence of his family had not occurred. The Audit Officer will be at liberty, if necessary, to call for a copy of the lease.

(Govt. of India, F. D., No. 823-E. B. dated 1st May 1920; G. O., F. D., No. 390 dated 28th May 1920; G. R., F. D., No. 3526 dated 22nd September 1925.)

Note.—The absence of an Educational Officer of the Professorial Branch during the period of vacation shall be treated as absence on official duty for the purpose of exception (2), provided that the officer certifies that his expenditure on house accommodation in Bombay (or other qualifying place mentioned under Rule I (*e*)) during the period of absence has not been less than if such absence had not occurred.

(S. of S.'s Desp. No. 5 P. W. dated 23rd January 1914, received with G. I., F. D., No. 185-E. B. dated 10th February 1914; G. R., E. D., No. 1242 dated 6th April 1914.)

V. The concessions under the scheme take the place of and are not given in addition to allowances, such as Presidency house-rent, Presidency allowance or allowances, hitherto granted by way of compensation for the extra cost of living in Bombay compared with a mofussil station.

VI. Officers who were permitted to exercise the option of retaining Presidency or house-rent allowances and elected to do so and who have been continuously in the same appointment are permitted to draw these allowances until they vacate the posts or elect to come under the House Allowance Schemes.

Note 1.—The tenure of a post is not interrupted by leave of any kind or by temporary duty of any kind, whether involving a transfer from Bombay or not, provided that the officer rejoins the post on the expiry of the leave or temporary duty and the orders connected with such leave or duty and the filling up of his place do not definitely imply that his connection with his old appointment has been completely severed.

Note 2.—A change in the rate of pay drawn by the officer does not affect his title to protection as long as he continues to hold the same post.

Note 3.—A definite change of appointment does destroy the title to protection even though the appointment subsequently held in Bombay (or other qualifying place mentioned under Rule I (*e*)) follows immediately the appointment held on the introduction of the scheme.

SECTION II.

Grant of House-rent Allowance to officers appointed by the Secretary of State and stationed at certain expensive places.

In view of the rise in house-rents in the cities of Bombay, Karachi, and Poona, and the Island of Salsette, the following orders have been issued as a measure of relief, to take effect from 1st September 1923 :—

(1) These orders apply to all officers appointed by the Secretary of State and serving directly under the Government of Bombay, other than in the Development Department, with the proviso that Government reserves an absolute discretion to disallow the allowance to any individual officer or class of officers. An officer who is also entitled under the Bombay House Allowance Scheme will be permitted to remain under that scheme or to come under the present scheme at his option, but when once his choice has been declared, it can only be revised with the sanction of Government.

(2) Where an officer with headquarters in Bombay, Salsette, Karachi or Poona is not provided with Government accommodation and is privately paying rent exceeding 10 per cent. of his emoluments for unfurnished accommodation, an allowance will be granted on the following scale :—

Bombay—15 per cent. of emoluments,
Salsette taluka—12 per cent. of emoluments,
Poona and Karachi—10 per cent. of emoluments

subject to the following limits :—

(*a*) that the allowance *plus* 10 per cent. of the officer's emoluments does not exceed the rent actually paid ;
(*b*) that the scale of accommodation occupied must be approved by Government ;
(*c*) that an officer's family shall be deemed to include his wife, dependants, and servants ; if one or more other adults normally occupy the accommodation in addition, a reduction of 2/5 ths of the rent will be assumed ;
(*d*) that if an officer sublets part of his accommodation to another officer the allowance will be reduced by 10 per cent. of the lessee's emoluments ; if to a non-official, a reduction of 2/5ths of the total rent paid will be assumed ;
(*e*) that a certificate must be attached to each bill for the full allowance to the effect that no part of the accommodation is sublet or occupied normally by adults other than an officer's family.

(3) Officers not provided with Government accommodation (either free or on rent) may, subject to Government approval of the accommodation and lease, engage accommodation and become entitled to the allowance on the same scale and conditions.

(4) If Government accommodation becomes available, Government may at any time direct an officer to occupy it and in the event of refusal stop the allowance.

(5) For the calculation of percentage on emoluments of I.M.S. Officers entitled to private practice, the emoluments shall be assumed to be increased by Rs. 300 per mensem and the percentage calculated on the total.

(6) Officers who move with Government to Bombay, Poona, and Mahableshwar will be entitled to the allowance on the Bombay scale (if they rent accommodation at each station.)

(7) The allowance is admissible to unmarried as well as married officers and is admissible during temporary absence from headquarters.

(8) No officer may draw the allowance for more than one station at a time.

(9) Where furnished accommodation is engaged, the allowance shall be on the same conditions but at the difference between the rent actually paid and 12½ per cent. of emoluments up to the percentages stated in sub-paragraph (2) above.

(10) Officers living in their own houses will not be eligible for the allowance.

(11) Officers desiring to take advantage of this allowance should apply to Government through Heads of Departments with details of the accommodation secured.

(G. R., F. D., No. 84 dated 22nd September 1923, No. 84 dated 10th July 1924 and No. 84 dated 19th August 1924.)

APPENDIX XVII.

[*See* Rule 334 (Note 3)]

Rules regulating the grant of Local Allowances.

I—KARACHI LOCAL ALLOWANCES.

(1) In view of the dearness of living in Karachi superior establishments in that city are granted local allowances at the following rates :—

On pay up to Rs. 50	.. 20 per cent.
On pay above Rs. 50 but up to Rs. 100	.. 15 per cent.
On pay above Rs. 100 up to Rs. 200..	.. 10 per cent.
On pay above Rs. 200, provided compensatory allowance is not admissible under other rules	.. 10 per cent.

subject to the condition that the local allowances should be reduced by half—

(*i*) in the case of Government servants who are provided with free quarters, and

(*ii*) in the case of Government servants who are drawing house-rent allowance.

Note.—Pay above Rs. 50 up to Rs. 52 should receive an allowance bringing it up to Rs. 60, and pay above Rs. 100, up to Rs. 104½, should receive an allowance bringing it up to Rs. 115.

(2) Government servants should be allowed to draw while on tour the local allowance to which they are entitled in Karachi.

II—THANA, KURLA, AND OTHER LOCAL ALLOWANCES.

Kurla and Bandra.—All non-gazetted superior establishments (except the executive Police) serving in Bandra and Kurla, whose pay is fixed on the basis of the expense of living in the mofussil generally and not with special reference to expenses in those towns, shall receive local allowances on the following scale :—

Rs. 5 on pay under Rs. 20.

15 per cent. on pay of Rs. 20 and over but under Rs. 50.

12 per cent. on pay of Rs. 50 and over but up to Rs. 100.

Pay above Rs. 100 to be brought up to not less than Rs. 112 by an allowance of the necessary amount.

The Government servants eligible for these allowances will in general be those who are liable to transfer to or from Bandra and Kurla on the same rate of pay under the following conditions :—

(*i*) The local allowance will be payable in full to those who have to provide their house accommodation by renting quarters in Bandra and Kurla or outside these places.

(*ii*) Those who have houses either of their own or provided free by Government, and those who are in receipt of house-rent allowance, should be paid one-half of the local allowance admissible to them.

(*iii*) Government servants should be allowed to draw while on tour the local allowance to which they are entitled in Bandra and Kurla.

(*iv*) A Government servant who has to attend office in either of the two towns and is unable to obtain house accommodation at these places must produce a certificate from the Head of the office that he is unable to obtain quarters in the town in which he is serving and is obliged to rent them outside that town.

(*v*) A clerk, who is really temporary, *i.e.*, taken on for a specified period not exceeding one year for a specified purpose, will not be entitled to the allowance; a clerk who is called "temporary" but is in reality kept on from year to year on the general work of the office in which he is employed will be eligible for the local allowance.

(*vi*) The local allowance should be excluded from the remuneration taken into account in applying the rules regulating the grant of grain compensation allowance.

(2) Menial establishments are eligible for the local allowance on the scale specified below subject to the following conditions :—

(*i*) The allowance will be payable only while the men are required to live in the abovementioned places and only to those who are not provided with quarters; and

(*ii*) Menials who are employed on temporary establishments or whose pay is treated as a contingent charge will not be eligible for the allowance :—

	House-rent allowance per mensem.	Local allowance per mensem.
	Rs. a. p.	Rs. a. p.
Petty officers	1 8 0	1 0 0
Menials	1 0 0	1 0 0

(*iii*) Boy peons are eligible for the local allowance but not for the house-rent allowance.

Thana.—(1) (*a*) With effect from 1st March 1926 the following rates of allowances are admissible to Government servants on pay up to Rs. 100 per mensem :—

	Rate of local allowance per mensem.
	Per cent.
On pay up to Rs. 40 per mensem ..	20
On pay from Rs. 41-60 per mensem ..	15
On pay from Rs. 61-100 per mensem ..	12

(*b*) With effect from 1st April 1925 Government servants on pay between Rs. 101 and Rs. 200 are eligible for 10 per cent. local allowance.

(*i*) Any existing local allowance and house-rent allowance granted otherwise than as remuneration for extra duties will be merged in the allowance admissible under this rule.

(*c*) When compensatory allowances are already given to officers admitted to the present scheme those who are drawing the allowances at the time the present orders came into force will receive whichever allowance or sum of allowances is greater and will draw the allowance now sanctioned if and when it exceeds the existing allowance or sum of allowances.

(*d*) The conditions laid down in clauses (*i*), (*iii*), (*iv*) and (*vi*) under " Kurla and Bandra " are applicable *mutatis mutandis* to Government servants eligible for the Thana local allowance :

(*e*) Those who have houses of their own or free quarters provided by Government otherwise than as remuneration for extra duty should be paid one-half of the local allowance admissible to them.

(*f*) The allowance is not admissible to any Government servants who do not hold substantive appointments on permanent establishment under Government. But it is admissible to permanent men on temporary establishments.

(*g*) The cases of substitutes officiating in leave or deputation vacancies or in posts on which no one holds a lien will be governed by Rule 338. The allowance will be admissible to Government servants who hold substantive appointments under Government and who are appointed to officiate for Government servants whose pay is above Rs. 200 per mensem, provided that the substitutes while officiating in those vacancies do not draw pay in excess of Rs. 200 per mensem.

(*h*) The allowance will be admissible to probationers as defined in Rule 9 (47)

(*i*) The allowance should be based on pay as defined by Rule 9 (39)

(*j*) The admissibility of the allowance during any kind of leave should be governed by Rules 338 and 339.

APPENDIX XVIII.

[*See* Rule 334]

Rules regulating the grant of Head-quarters Allowances.

(Not printed.)

APPENDIX XIX.

[*See* Rule 378]

Government servant or class of Government servants.	Grade under Rule No. 377.	Higher grade sanctioned.
Mr. C. Holliman, Works Manager, Central Store and Workshops, Dapuri.	Second ..	First.
Apprentice Engineers, Bombay Engineering Service.	Third ..	Second.
Price Inspectors in the Agricultural Department.	Third ..	Second.

APPENDIX XX.

[*See* Rule 381 (2)]

Rules regulating the daily and mileage allowance admissible to Head Constables and Constables of the Bombay District Police, Sergeants, Head Constables, and Constables of the Railway Police, and Head Warders and Warders of the Jail Department.

General rates of daily allowance for halts whether within or beyond District or Railway Superintendent's limit and for journeys other than by steamer or railway.

1. Head Constables and Constables will ordinarily be entitled to the following daily allowances for journeys or halts over five miles from their Head Quarters, irrespective of whether the halts are within or beyond the jurisdiction of the Superintendent, subject to the proviso that such journeys or halts involve continuous absence of not less than 24 hours from their Head Quarters :—

All Head Constables 8 annas.
Constables .. 4 „

Mileage for road journeys ..

2. For road journeys of more than 20 miles, mileage at the following rates is admissible provided also that the places travelled to or from are beyond the jurisdiction of the Police Station concerned :—

Head Constables As. 2 per mile.
Constables .. „ 1½ „

Rule 4 of Appendix XXV and Government Resolution, Home Department, No. 9657, dated 3rd May 1926.

Special rates in the Konkan Districts (Kanara, Kolaba, Ratnagiri and Thana) during the monsoon, *i.e.*, June to September.

Head Constables As. 4 per mile.
Constables „ 2 „

Note 1.—Where a motor service exists and it is in the public interests that it should be used or where a boat is the ordinary mode of travelling, actual expenses of the journey should be allowed to Head Constables and Constables whether the journey is within or beyond the limit of the Police Station, *plus* daily allowance if the latter is admissible under rule 1 above.

Note 2.—Head Constables and Constables in Sind should be allowed to draw actual expenses for journeys by road of less than 20 miles under a certificate from the District Superintendent of Police as required by Rule 429.

Railway and Steamer travel.

3. (*a*) *District Police*—

Journeys whether within or beyond District limits.

	Rs.	a.	p.
Head Constables	.. 0	8	0
Constables	.. 0	4	0

No Head Constable or Constable will be entitled to one and three-fourth Railway or double steamer fare. They will be entitled to Railway or Steamer warrants of the third class (or, in lieu, single fares to cover journeys) and daily allowance as above in lieu of the additional fare, subject to the proviso that such journeys involve continuous absence of not less than 24 hours from their Head Quarters. Thus a Head Constable or Constable performing a Railway or Steamer journey and returning to Head Quarters within 24 hours will not be eligible for any daily allowance but only to a Railway or Steamer warrant or one single fare each way.

(*b*) *Railway Police*—

For continuous necessary absence from Head Quarters for any period of from 8 to 24 hours (between midnight and midnight), irrespective of whether such absence involves travel within or beyond the jurisdiction of the Superintendent, the rates of daily allowance admissible are :—

	Rs.	a.	p.
Sergeants	.. 2	0	0
Head Constables	.. 0	10	0
Constables	.. 0	6	0

Note.—No daily allowance is admissible to Railway Police Officers and men whose headquarters are situated between Colaba and Bandra inclusive on the Bombay, Baroda and Central India Railway, and Victoria Terminus and Kurla inclusive on the Great Indian Peninsula Railway for halts of over 8 hours' duration at any of the places included in the above portion of the two Railways lines.

Halts in Bombay and other expensive places.

4. *Special rates of daily allowance—*

	Bombay.	Mahableshwar, Matheran, Karachi and Poona.	Panchgani.
	Rs. a. p.	Rs. a. p.	Rs. a. p.
Rules 9, 14 and 15 of Appendix XXV. Head Constables	1 0 0	1 0 0	0 12 0
Constables	0 10 0	0 6 0	0 4 0

Rule 4 of Appendix XXV.

In the Districts of Ratnagiri, Kolaba, Kanara and Thana during the monsoon, *i.e.*, June to September :—

	Rs. a. p.
Head Constables ..	0 11 0
Constables	0 5 0

For halts outside the limits of the Presidency, the rate will be as sanctioned in Government Resolution, Finance Department, No. 4904, dated 6th October 1926, *viz.*, 25 per cent. higher than these rates.

Journeys on transfer whether within or without District limits.

District Police. Rule 490.

5. (1) *For journeys by Railway or Steamer—*

(*a*) *For self.*—Three III Class Railway or two III Class steamer fares.

(*b*) *For family.*—One extra fare for each adult member and half fare for each child where this is charged by the Railway or Steamer authorities.

(*c*) *Personal effects.*—Free transport by goods train, steamer or other craft up to a maximum of 15 maunds.

Note.—If personal effects are carried by passenger instead of by goods train, the actual cost of carriage, up to a limit of the amount which would have been admissible had the maximum number of maunds been carried by goods train, may be drawn.

(2) *For journeys by road*—Mileage at the following rates :—

	With family.		Without family.	
	More than one Member.	One Member.		
	As.	As.	As.	
Head Constable	8	6	4	per mile.
Constable	6	4½	3	,, ,,

(3) For the transportation by the cheapest means of conveyance of personal effects up to a maximum of 15 maunds he may draw mileage allowance at the following rate for each maund of goods :—

(1) For journeys of five miles or less—

Bombay City and Salsette.

Annas 3 for a journey up to two miles, 1 anna 6 pies for the third mile, and 9 pies for every additional mile.

Ahmedabad City and Cantonment, Surat, Bulsar, Broach City, Nadiad, Anand, Karachi City and Cantonment, Shikarpur, Sukkur, Rohri, Jacobabad, Larkana, Poona City and Cantonment, Poona Suburban Area, Ahmednagar, Goa Frontier .. 1 anna per mile.
Elsewhere .. 6 pies ,, ,,

Notes.—(*i*) The rates specified for the place where a cart is hired shall apply to the whole journey when not over five miles.

(*ii*) For journeys of two miles or less, mileage may be drawn as for two miles.

(*iii*) Each separate "cartage" of kit, *e.g.*, from a residence to a railway station, shall be considered a separate journey.

(2) For journeys over five miles—

Goa Frontier 1 anna per mile.

Elsewhere .. 6 pies ,, ,,

Notes.—(*a*) For the purposes of Travelling Allowance for journeys on transfer the term "Family" includes the officer's wife (not more than one), his legitimate children and step children residing with and wholly dependent on him.

(*b*) If any member of the officer's family does not travel with him, his or her journey may be charged for within the above limits, provided that he or she follows him within six months of the date of his transfer or precedes him by a period not exceeding one month.

(*c*) For drawing the allowances for a family under (1) (*b*) or the maundage allowance under (1) (*c*), a certificate must be furnished by the officer of the number and relationship of the members of his family (as defined in note (*a*) above) for whom the allowance is claimed. All allowances claimed under (1)(*c*) must also be supported by a certificate that the actual expense incurred was not less than the sum claimed.

Railway Police (transfers within the jurisdiction of one and the same Railway Superintendent).

Rule 498.

Free passes for self and all members of the family wholly dependent* on the Policemen and free transport of kit up to the limit admissible on each pass.

Cases of Railway Policemen transferred to the jurisdiction of another Railway Superintendent or District Superintendent will be governed by the rules applicable to the District Police.

APPENDIX XXI.

[*See* Rule 381 (3)]

Travelling allowance rules for Head Guards, Guards, and menials in the Criminal Tribes Settlement Department:—

General rates of daily allowance for halts and for journeys other than by steamer or railway.

1. Head Guards, Guards, and other menials will ordinarily be entitled to the following daily allowance for journeys or halts over five miles from their Headquarters, subject to the proviso that such journeys or halts involve continuous absence of not less than 24 hours from their Headquarters:—

Head Guards	8 annas.
Guards and other menials	4 annas.

Mileage for road journeys.

2. For road journeys of more than 20 miles, mileage at the following rates is admissible in lieu of daily allowance:—

Head Guards	Anna 1 pies 6 per mile.
Guards and other menials	Anna 1 per mile.

Special rates in the Konkan districts (Kanara, Kolaba, Ratnagiri and Thana) during the monsoon, *i.e.*, June to September (inclusive):—

Head Guards	As. 4 per mile.
Guards and other menials	As. 2 per mile.

Note.—Where a motor service exists and it is in the public interests that it should be used or where a boat is the ordinary mode of travelling, actual expenses of the journey should be allowed to Head Guards and Guards and other menials *plus* daily allowance if the latter is admissible under rule 1 above.

Railway and Steamer travel.

3. Head Guards .. .. 8 annas.

Guards and other menials .. 4 annas.

No Head Guard, Guard, or other menials will be entitled to one and three-fourth railway or double steamer fare. They will be entitled to third class single fares and daily allowance as above in lieu of the additional fare, subject to the proviso that such journeys involve continuous absence of not less than 24 hours from the Headquarters. Thus a Head Guard or Guard performing a railway or steamer journey and returning to Headquarters within 24 hours will not be eligible for any daily allowance but only for one single fare each way.

4. Special rates of daily allowance.

Halts in Bombay and other expensive places.	Bombay.	Mahableshwar, Matheran, Karachi and Panchgani.	Poona.
	Rs. a. p.	Rs. a. p.	Rs. a. p.
Head Guards ..	1 0 0	1 0 0	0 12 0
Guards and other menials ..	0 10 0	0 6 0	0 4 0

Rule 4 of Appendix XXV.

In the Districts of Ratnagiri, Kolaba, Kanara and Thana during the monsoon, *i.e.*, June to September:

Head Guards	..	..	.. 11 annas.
Guards and other menials	..	..	.. 5 annas.

For halts outside the limits of the Presidency, the rate will be as sanctioned by Government Resolution, Finance Department, No. 4904, dated 6th October 1926, *viz.*, 25 per cent. higher than these rates.

5. (1) For journeys by Railway or Steamer:—

Journeys on transfer.

(*a*) For self:—Three III Class Railway or two III Class Steamer Fares.

(*b*) For family:—One extra fare for each adult member and half fare for each child where this is charged by the railway or steamer authorities.

(*c*) Personal effects:—Free transport by goods train, steamer, or other craft up to a maximum of 15 maunds.

(2) For journeys by road, mileage at the following rates:—

	With family.		*Without family.*
	More than one member.	One member.	
	As.	As.	As.
Head Guard	8	6	4 per mile.
Guards and other menials ..	6	4½	3 ,, ,,

(3) For the transportation by the cheapest means of conveyance of personal effects up to a maximum of 15 maunds he may draw mileage allowance at the following rates for each maund of goods:—

(1) For journeys of five miles or less—

Bombay City and Salsette ..	Annas 3 for a journey up to 2 miles. 1 Anna 6 pies for the 3rd mile and 9 pies for every additional mile.
Ahmedabad City and Cantonment, Surat, Bulsar, Broach City, Nadiad, Anand, Poona City and Cantonment, Poona Suburban Area, and Ahmednagar	1 anna per mile.
Elsewhere	6 pies per mile.

Note.—(*i*) The rates specified for the place where a cart is hired, shall apply to the whole journey when not over five miles.

(*ii*) For journeys of two miles or less mileage may be drawn as for two miles.

(*iii*) Each separate 'cartage' or kit, *e.g.*, from a residence to a railway station shall be considered a separate journey.

(2) For journeys over five miles :—

Goa Frontier	..	1 anna per mile.
Elsewhere	..	6 pies per mile.

Note.—(*a*) For the purposes of Travelling Allowance for journeys on transfer the term 'Family' includes the officer's wife (not more than one), his legitimate children and step children residing with and wholly dependent on him.

(*b*) If any member of the officer's family does not travel with him, his or her journey may be charged for within the above limits, provided that he or she follows him within six months of the date of his transfer or precedes him by a period not exceeding one month.

(*c*) For drawing the allowance for a family under (1) (*b*) or the maundage allowance under (1) (*c*) a certificate must be furnished by the officer of the number and relationship of the members of the family [as defined in note (*a*) above] for whom the allowances are claimed. Allowances claimed under (1) (*c*) must also be supported by a certificate that the actual expense incurred was not less than the sum claimed.

APPENDIX XXII.

[*See* Rule *383*]

List of permanent monthly travelling allowances.

No. entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.	
	Excise.	Rs.	
1	Commissioner of Excise ..	200	(temporarily increased to Rs. 250).
2	All Superintendents of Excise in charge of Sub-Divisions ..	125	(temporarily increased to Rs. 175).
3	Superintendent, Salt and Excise, Sind	175	
	Land Revenue.		
4	Superintendents of Land Records, Presidency proper ..	125	(temporarily increased to Rs. 225 if post is held by a member of the I.C.S. and Rs. 150 if it is held by a Provincial Service Officer).
5	Superintendent of Land Records, Sind	125	(temporarily increased to Rs. 175).
6	Manager, Encumbered Estates, Sind	200	if I.C.S. (temporarily increased to Rs. 250).
		100	if Provincial Civil Service (do. to Rs. 175).
7	Assistant Collectors employed as Forest Settlement Officers in Sind	200	
8	Assistant Collectors employed as Forest Settlement Officers in the Presidency proper: any allowance the Local Government may grant subject to a maximum of	150	
9	Deputy Managers, Encumbered Estates in Sind	75	(temporarily increased to Rs. 100).

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	Land Revenue—contd.	Rs.
10	Sheristedars of Assistant and Deputy Collectors ..	15 (temporarily increased to Rs. 22).
11	Sheristedars of Forest Settlement Officers	15
12	Surveyors, Lloyd Barrage and Canals Construction ..	30
13	Divisional Tapedars, Supervising Tapedars and Tapedars in Sind	12
14	Tapedars, Lloyd Barrage and Canals Construction ..	20
15	Overseers under the Manager, Encumbered Estates in Sind ..	12
16	Karkuns of Assistant and Deputy Collectors	10 (temporarily increased to Rs. 15).
17	Karkuns of Forest Settlement Officers	10
18	Head Karkun on the Boundary Mark Inspecting Establishment attached to the office of the Talukdari Settlement Officer, Ahmedabad ..	10 (temporarily increased to Rs. 15).
19	Kotars in Sind	10
20	Measurer Circle Inspectors when their sphere of duty extends over more than two talukas ..	12
21	Measurer Circle Inspectors when their sphere of duty extends over one or two talukas ..	10 (temporarily increased to Rs. 15).
22	Cadastral Surveyors in the Bombay Suburban District ..	15
23	Circle Inspectors	7 (temporarily increased to Rs. 15).
24	Bandh Karkun for Talukdari Estates	6 (temporarily raised to Rs. 10).
25	Peons of Surveyors in Sind, for seven months in the year during the working season ..	2

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.	
	Forests.	Rs.	
26	Conservators and Deputy Conservators of Forests in charge of Circles	250	
27	Divisional Forest Officers (Indian Forest Service)	210	
28	Officers of the Indian Forest Service (other than those at serial No. 27) who have passed a Vernacular Language Examination and have to spend a large part of the year on tour	210	
29	Divisional Forest Officers (Provincial)	150	
30	Extra Assistant or Probationary Extra Assistant Conservators of Forests in charge of subdivisions or ranges ..	100	
31	Provincial Assistants to Divisional Forest Officers: Provincial Forest Officers in charge of ranges	100	
32	Rangers or Foresters in charge of ranges	30	in the Presidency proper.
		45	in Sind.
33	Ranger, Kanara Coast Division.	40	
34	Probationers for admission to the Rangers' course at the Forest Research Institute and College, Dehra Dun, or at Coimbatore during the term of practical training	25	
35	Clerks of the Divisional Forest Office, Surat, while touring in the Dangs, in addition to the ordinary travelling allowance	5	

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.	
	Forests—contd.	Rs.	
36	Extra Assistant Conservator of Forests in charge of the Surat Sub-division		Travelling allowance at the rate of Re. 1 per day for every day spent on duty in the Dangs in addition to the permanent travelling allowance.
37	Forest—Surveyors	20	in the Presidency proper.
		30	in Sind.
38	Forest Guards in charge of rounds	10	in the Presidency proper when authorised by the Conservator of the Circle.
		15	in Sind when authorised by the Conservator of the Circle.
38-A	Forester, Panch Mahals Division	20	
	Registration.		
39	Inspectors of Registration in the Presidency proper ..	125	
40	Inspector of Registration, Sind..	150	
41	Clerks to the Inspector of Registration, Sind	40	
42	Clerks to the Inspectors of Registration in the Presidency proper	30	
	General Administration.		
43	Commissioner in Sind on condition that he maintains a motor car at his own expense ..	500	(otherwise the allowance to be reduced to Rs. 250).

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	General Administration—contd.	Rs.
44	Commissioners of Divisions ..	200 (temporarily raised to Rs. 250).
45	Personal Assistant to the Commissioner in Sind.. ..	200 (do. to Rs. 250).
46	Collector, Thar Parkar ..	175 (do. to Rs. 245).
47	Collector, Karachi	250
48	Other Collectors in Sind, Deputy Commissioner, Upper Sind Frontier	150 (temporarily raised to Rs. 210).
49	Assistant Collectors in Sind in charge of more than one taluka.	210
50	Collectors in the Presidency proper (including the Collector, Bombay Suburban District) ..	125 (temporarily raised to Rs. 200).
51	Assistant Collectors in charge of more than one taluka in the Presidency proper ..	175
52	Assistant Commissioners in N. D., C. D. and S. D.	100 (temporarily raised to Rs. 140).
53	Assistant Commissioner in Sind (doing Revenue work) ..	100 (do. to Rs. 150).
54	District Deputy Collectors in the Presidency proper in charge of more than one taluka ..	75 (temporarily increased to Rs. 125).
55	District Deputy Collectors in charge of more than one taluka in Sind	75 (do. to Rs. 150).
56	The Deputy Collector in charge of the Desert Sub-division of Thar Parkar District ..	200
57	(*a*) Assistant Collectors and Deputy Collectors in the Presidency proper who are in charge of one taluka only should be granted travelling allowances admissible under the ordinary rules, in lieu of permanent travelling allowance. (*b*) Assistant Collectors and Deputy Collectors in Sind who	

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	General Administration—contd.	Rs.
	are in charge of one taluka only should be granted permanent travelling allowance at the rate of two-thirds of the rate admissible to them, if they had been in charge of more than one taluka. The period of regular touring in the case of these officers should be restricted to a maximum of 4 months.	
	(*c*) Assistant or Deputy Collectors who do duty as Personal Assistant to Collectors and in addition are in charge of two talukas in the Presidency proper or hold a territorial charge in Sind should be given full permanent travelling allowance.	
	(*d*) On account of Talukdari Settlement work the Personal Assistant to the Collector of Ahmedabad should draw permanent travelling allowance as an Assistant Collector, or as a Deputy Collector, in charge of a Sub-division, as the case may be.	
58	Dangs Diwan	125
59	Mahalkaris in Sind	30
60	Mamlatdars in the Presidency proper	25 (temporarily increased to Rs. 45).
61	Mahalkari of Supa Petha in the Kanara District ..	25 (temporarily increased to Rs. 45).
62	Mahalkaris (except the Mahalkari in charge Supa Petha) ..	15 (temporarily increased to Rs. 30).

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	General Administration—concld.	Rs.
63	Establishment regularly touring with the Commissioners of Divisions and with Assistant Commissioners :—	
	(1) Head Clerks and Chitnises	30 (temporarily increased to Rs. 45).
	(2) Clerks on pay of Rs. 75 and less	(*a*) * 25 for clerks on Rs. 75. (*b*) * 20 for clerks whose salary is less than Rs. 75 but not less than Rs. 50. (*c*) * 15 for clerks whose salary is less than Rs. 50.
	(3) Clerks on pay above Rs. 75 and up to Rs. 100 ..	25 (Rs. 28 temporary).
	(4) Clerks on pay above Rs. 100 and up to Rs. 115	*Nil* (Rs. 30 temporary).
	(5) Clerks on pay above Rs. 115 and up to Rs. 150	*Nil* (Rs. 35 temporary).
	(6) Clerks on pay above Rs. 150	*Nil* (Rs. 40 temporary).
	Jails and Convict Settlements.	
64	Criminal Tribes Settlement Officer	200
	Police.	
65	Superintendent of Police, Bombay Suburban District ..	250
66	Sub-Inspector, Karachi-Kelat Frontier Police	25
67	Sub-Inspectors (excluding Prosecuting Sub-Inspectors) Railway Police in Bombay Presidency including Sind ..	40
68	Head Constables in charge of Police stations serving on Railways	15

* Temporarily fixed at Rs. 21.

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	Political.	Rs.
69	Resident, Kolhapur and Political Agent, Southern Maratha Country States ..	200 (temporarily increased to Rs. 250).
70	Political Agent, Mahi Kantha and Assistant Political Agent, Southern Maratha Country States	150 (temporarily increased to Rs. 200).
71	Assistant Political Agent, Mahi Kantha	150 (temporarily increased to Rs. 175).
72	Senior Deputy Political Agent, Mahi Kantha	112
73	Deputy Political Agents in charge of Sub-divisions in Mahi Kantha and Rewa Kantha ..	75 (temporarily increased to Rs. 112).
74	Huzur Deputy Political Agent, Rewa Kantha	75 (temporarily increased to Rs. 112).
75	Administrator, Kamaran ..	75
76	Daftardar to the Resident at Kolhapur	40
77	Thandar of Sankheda Mewas (Rewa Kantha)	25 (temporarily increased to Rs. 37).
78	Two clerks of Rs. 105-5-140 grade, in the office of the Resident at Kolhapur and Sheristedar to the Assistant Political Agent, Kolhapur	25
79	Thandar of Pandu Mewas (Rewa Kantha)	20 (temporarily increased to Rs. 30).
80	Thandar of Bawishi (Mahi Kantha)	37
81	Thandars of Gadhavada, Katosan and Sabar Kantha ..	30
82	Deputy Thandar, Vatrak Kantha.	30

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	Political—contd.	Rs.
83	Three clerks of Rs. 30-5/2-80 grade in the office of the Resident, Kolhapur, and 3 clerks in the office of the Assistant Political Agent, Kolhapur ..	15
84	Deputy Thandar at Mahisa ..	10 (temporarily increased to Rs. 15).
85	Auditor, Managed and Attached Estates, Mahi Kantha ..	15 (temporarily increased to Rs. 30).
86	Shirastedar to Assistant Political Agent, Mahi Kantha ..	15 (temporarily increased to Rs. 20).
87	Two Shirastedars and five clerks and Deputy Political Agent, Mahi Kantha	10 (temporarily increased to Rs. 15).
88	Shirastedar to Deputy Political Agent, Rewa Kantha ..	15 (temporarily increased to Rs. 22).
89	Three Karkuns of Assistant Political Agent, Mahi Kantha, and two Karkuns of Deputy Political Agent, Rewa Kantha.	10 (temporarily increased to Rs. 15).
90	2 Bailiffs of the Court of the Political Resident, Aden ..	25
	Education.	
91	Deputy Educational Inspector, Aden	75
92	Deputy Inspectors and Assistant Deputy Inspectors of Schools in the City of Bombay ..	35
	Medical.	
93	Subordinate Medical Officer at Ahwa (Dangs) Dispensary ..	35

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.	
	Public Health.	Rs.	
94	(*a*) Inspectors of Sanitation and Vaccination in the Presidency proper	45	
	Inspectors of Sanitation and Vaccination in Sind ..	50	
	(*b*) Assistant Superintendents of Vaccination :—		
	(*i*) Whose pay is Rs. 100 per mensem	30	
	(*ii*) Whose pay is Rs. 75 per mensem	25	
	(*iii*) Whose pay is Rs. 55 per mensem	20	
95	Vaccinators in Sind ..	5	
96	(*a*) Peons attached to the Inspectors of Sanitation and Vaccination in the Presidency proper	5	
	(*b*) Peons attached to the Inspectors of Sanitation and Vaccination in Sind ..	7	
	Civil Veterinary Department.		
97	Veterinary Assistant Surgeon, Dangs	30	Provided that in each year he spends on an average 21 days a month outside his headquarters.
	Civil Works.		
98	Executive Engineer, Poona W. W. District, provided he uses his own motor car for Government work	200	
99	Executive Engineers in the Central and Deccan Irrigation Divisions	250	for a 4 seated motor car.
		180	for a 2 seated motor car. Provided they use their own motor cars for Government work and have elected to draw permanent travelling allowance.

No. of entry.	Designation of Officer.	Rate of permanent monthly travelling allowance.
	Civil Works—contd.	Rs.
100	Assistant Executive Engineers in the Central and Deccan Irrigation Divisions	150 for a motor conveyance. Provided they use their own motor cars for Government work and have elected to draw permanent travelling allowance.
	Development Department.	
101	Unpaid probationary Sub-Engineers employed in the 3rd Project Division	Such amount not exceeding Rs. 120 for any month as may be fixed by the Superintending Engineer in accordance with Government Resolution, Development Department, No. S.C.—1308, dated 23rd June 1922.
102	Junior Assistant Land Manager for chawl supervision work under the Land Manager, Development Directorate ..	50 (subject to the condition that no travelling allowance of any kind should be drawn during the period he draws this allowance).

APPENDIX XXIII.

[*See* Rule 388]

List of Conveyance allowances.

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Excise Department.	Rs.	
1	Deputy Commissioner of Excise, Bombay	60	
2	Superintendent of Excise, Bombay Sub Division ..	100	
3	Inspector, Nagar Aveli Frontier	40	
4	All Sub-Inspectors of Excise in the Preventive Branch ..	15 10	Conveyance allowance) or Cycle allowance).
5	Chief Inspectors and Inspectors in the Presidency proper (outside the Town and Island of Bombay)	25	
6	Chief Excise Inspector and Excise Preventive Inspectors, Bombay Sub-Division; Assistant Inspector, Finger Print Bureau, Bombay	15	
7	Inspector, Liquor Warehouse, Sewri	15	
8	Assistant Inspectors, Maltalasri, Zaroli, Udhwa, Nagar Aveli Frontier	20	
9	Assistant Inspector, Railway Lines, Godhra	5	(Cycle allowance.)
10	Assistant Excise Inspector, Railway Lines, Ahmedabad ..	5	(Bicycle allowance.)
11	Other Assistant Inspectors (outside the Town and Island of Bombay)	15	
12	Assistant Inspectors, Bombay Sub-Division	10	
13	Sub-Inspector, Lawacha ..	20	
14	Sub-Inspectors of Excise (outside the Town and Island of Bombay)	15	

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Excise Department—contd.	Rs.	
15	Sub-Inspectors of Excise, Bombay Sub-Division, Sub-Inspectors, Liquor Warehouse, Sewri; and Sub-Inspector, Gokak	10	
16	Sub-Inspector, Liquor Warehouse, Ahmedabad ..	10	(Cycle allowance.)
17	Inspector, Aden	60	
18	Inspector, Hemp Drugs Warehouse, Bubak ..	15	
	Salt and Excise Department (Sind).		
19	Inspector in charge Maurypur Salt Works	40	
20	Inspector in charge Dilyar Salt Depôt	30	
21	Abkari Inspector, Karachi ..	60	
22	Deputy Superintendent, Salt and Excise, Sind	50	
23	10 Circle Inspectors in Sind ..	40	
24	17 Assistant Inspectors in Sind..	25	
25	3 Assistant Inspectors in Sind ..	15	
26	Assistant Inspector, Shikarpur Town	15	(Bicycle allowance.)
27	Camel Sowars in Sind ..	12	
28	Pony Sowars in Sind ..	18	
	Land Revenue.		
29	Superintendent, Bombay City Survey and Land Records Office	150	provided a four-seater motor car is maintained.
30	Head Surveyor on the establishment of the Superintendent, Bombay City Survey and Land Records Office	35	
31	City Survey Officers, Shikarpur, Hyderabad, Sukkur and Rohri	30	

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Land Revenue—contd.	Rs.	
32	Surveyor employed for the maintenance of maps and records of Government land in Karachi	25	
33	Collector's Surveyor on the establishment of the Bombay City Survey and Land Records Office	25	
34	Head Master, Tapedars' Training School, Hyderabad ..	20	(the allowance is not drawn during vacations).
35	Traverser on the establishment of the Bombay City Survey and Land Records Office ..	15	
36	Naiks of Mukhtyarkars and Mahalkaris in Sind ..	10	
37	Process servers employed on the Land Revenue establishment of the Collector of Bombay ..	10	
38	Two clerks in the office of the Collector of Bombay employed on checking the registers of prices current and for collecting the prices at certain Bombay markets	10	
39	Surveyors on the establishment of the Bombay City Survey and Land Records Office ..	10	
40	Talatis in Poona City ..	10	
41	Mounted peons to the Mukhtyarkars in the Diplo, Mithi, Chachro and Nagar Parkar Talukas in Sind	5	
42	Surveyors for the maintenance of City Survey Records in the Presidency including Sind ..	4	(cycle allowance).
43	Talati under the Mamlatdar, Chorasi, doing miscellaneous work in Surat City ..	4	(do.).
44	Forest Guard, Belgaum, doing duty as Assistant Town Duty Guard	5	(do.).

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	General Administration.	Rs.	
*45	Assistant Collectors in the Presidency proper doing duty as Personal Assistants to Collectors (except the Personal Assistant to Collector, Ahmedabad) whether in charge of a taluka or not	100	
*46	Deputy Collectors in the Presidency proper doing duty as Personal Assistants to Collectors whether in charge of a taluka or not	75	
†47	Assistant Collectors in Sind who do duty as Personal Assistants to Collectors and who do not hold a territorial charge ..	100	
†48	Deputy Collectors in Sind who do duty as Personal Assistants to Collectors and who do not hold a territorial charge ..	75	
49	Deputy Collector, Karachi City.	100	
50	Huzur Deputy Collector, Larkana, for duty as Settlement Officer, City Survey, Larkana.	30	
51	Huzur Deputy Collector, West Khandesh, for performing the work of Huzur Deputy Collector, City Survey Officer, and Magistrate, First Class ..	50	(Provided a motor car or a motor cycle with side car is maintained).
52	Huzur Deputy Collector, Ahmedabad, for carrying out the duties of City Survey Officer	50	
53	The Collector of Bombay ..	100	
54	The Deputy Collector of Bombay	50	

* When the travelling involved at any one time exceeds five miles, these officers should be allowed to draw mileage or daily allowance as the case may be.

† If these officers are required to do any travelling, they should be allowed to draw travelling allowance for the journeys actually performed.

Serial No.	Designation of Officer.	Date of conveyance allowance.
	Administration of Justice.	Rs.
55	Coroner of Bombay	100
56	City Magistrate, Poona ..	100
57	City Magistrate, Karachi ..	75
58	Honorary Magistrate, Ahmednagar	50
59	City Magistrate, Hyderabad ..	35
60	Coroner's Interpreter and Coroner's Constable, Bombay..	30
61	Clerk in the office of the Port Officer and Special First Class Magistrate, Keamari ..	10 (tram allowance.)
	Jails and Convict Settlements.	
62	Superintendent, Sind Convict Gang	35
63	Medical Officer, Hyderabad Central Prison for visiting Sind Convict gang ..	50
64	Jailor and junior Jailor, Sind Convict Gang	25
65	Religious Instructor, Karachi District Prison	Not exceeding Rs. 20
66	City Magistrate, Surat, for performing the work of the Superintendent of the Sub-Jail, Surat	25
	Police.	
67	The Commissioner of Police, Bombay	250
68	Four Deputy Commissioners of Police, Bombay, on condition that they maintain motor cars	250
69	Superintendents of Police, Poona, Ahmedabad, Karachi Headquarters and Sind C. I. D.	200 (Provided a motor car or a motor cycle is maintained, otherwise Rs. 75.)

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Police—contd.	Rs.	
70	Police Surgeon, Bombay ..	100	
71	Superintendent, Criminal Investigation Department, Bombay City Police ..	150	
72	Other Superintendents of the Bombay City Police—		
	(*i*) For a Superintendent who keeps a motor cycle ..	50	
	(*ii*) For a Superintendent who keeps a horse	75	
	(*iii*) For a Superintendent who keeps a two-seated motor car.	100	
	(*iv*) For a Superintendent who keeps a four-seated motor car.	125	
	(*v*) Officiating Superintendent of Bombay City Police when no conveyance is maintained	50	
73	Inspector attached to the Coroner of Bombay ..	30	
74	Lady Superintendent of the Pilgrim Department under the Commissioner of Police ..	20	
75	Inspector of Sanitary Police, Bombay City	30	
76	Sergeant, Sanitary Police, Bombay City	10	
77	Inspector, Harbour Police, Aden.	25	
78	Deputy Superintendent of Police, Aden	100	
79	Assistant Superintendent of Police, Karachi, employed on executive work and the Assistant Superintendent of Police in charge of the Criminal Investigation Department in Karachi City or Deputy Superintendent of Police in charges of those offices, when they maintain motor cars or motor cycles of their own ..	100	(otherwise Rs. 75.)

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Police—contd.	Rs.	
80	Deputy Superintendent of Police, Karachi	100	(provided a motor car or motor cycle is maintained, otherwise Rs. 75.)
81	Deputy Superintendent of Police, Karachi Head-quarters ..	100	(provided a motor car or motor cycle is maintained, otherwise Rs. 75.)
82	Deputy Superintendent of Police, Hyderabad	50	
83	Deputy Superintendent of Police, Sukkur	30	
84	Assistant Superintendent of Police or Deputy Superintendent of Police in charge of the City Sub-division, Poona, or Ahmedabad City and its suburbs	100	(if a motor car or motor cycle is maintained, otherwise Rs. 75.)
85	Two Deputy Superintendents of Police, Sind Criminal Investigation Department ..	50	each.
86	Protector of Pilgrims, Bombay ..	50	
87	Inspector, Shaikh Othman Division, Aden	50	
88	Commandant, Mounted Police; Inspectors of the amalgamated Public Land Conveyance Licensing and Motor Vehicles Departments	50	
89	Inspectors, Sind Criminal Investigation Department ..	25	
90	Sub-Inspectors, Sind Criminal Investigation Department ..	25	
91	Inspector and three Sergeants of the Mounted Police, Bombay City; Inspectors in Karachi and Hyderabad	40	
92	Sergeant in charge of the Cattle Pounds at Bombay ..	40	
93	Cantonment Inspector, Poona ..	40	

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Police—contd.	Rs.	
94	Sergeants at Poona ..	40	(temporarily raised to Rs. 50).
95	Three Inspectors of Motor Vehicles, Bombay	35	each.
96	Inspectors in charge of the Poona City and Cantonment (including Kirkee), Ahmedabad and Bandra Cities and Inspector, Deolali; Circle Inspectors of Belgaum and Ahmednagar, and the Inspector of Police, Tawahi Division; Head-quarters Inspector, Poona; Sergeants of the Public Land Conveyance Licensing and Motor Vehicles Departments..	30	
97	Prosecuting Police Inspector, Aden	50	
98	2 Sergeants of the Traffic Department at Karachi ..	40	(Paid from the Public Conveyance Fund in the case of one and from receipts under the Motor Vehicles Rules in the case of the other). Provided they maintain motor cycles.
99	Police Sergeants in charge of traffic control in Hyderabad (Sind)	40	(Paid from the Public Conveyance Fund).
100	Risaldar, 2 Jamadars, 18 Head Constables and 79 Constables of the Mounted Police, Bombay City	30	
101	Inspectors, Sukkur and Shikarpur	30	
102	Three Circle Police Inspectors and one Prosecuting Inspector of the Kathiawar Agency Police	25	

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Police—contd.	Rs.
103	Police Prosecutors above efficiency bar; Circle and Prosecuting Inspectors on Railways; Inspectors of the Aden Land Police; Inspectors (including those employed in the Criminal Investigation Department with the exception of the two Inspectors employed on clerical and confidential work), Bombay City Police; Circle Inspectors, Deputy Inspector and Sergeant, Public Land Conveyance Licensing Department, Bombay City ..	25
104	Inspector, Finger Print Bureau, Karachi	15
105	All Deputy Inspectors and Sub-Inspectors of the Criminal Investigation Department (excluding three employed on clerical and confidential work), Bombay City Police ..	20
106	Home Inspectors on the B. B. & C. I. and the G. I. P. and M. & S. M. Railways ..	20
107	Inspectors in charge of towns, Harbour Inspectors, and all Criminal Investigation Department Inspectors in Sind ..	25
108	Inspector in charge of the Central Finger Print Bureau at Poona.	15
109	(*a*) Sub-Inspectors (excluding the two Subadars of the Armed Police who are included among Sub-Inspectors), Bombay City Police	15
	(*b*) Head-quarters Sub-Inspectors, Satara, Sholapur, Bijapur, Dharwar, Ahmedabad, Kaira, Broach, Surat, Belgaum and Karachi	15 (Bicycle allowance).

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Police—concld.	Rs.
	(c) Head-quarters Sub-Inspector, Karachi	20
	(d) Sub-Inspector, Frontier ..	30
	(e) All other Sub-Inspectors including Police Prosecutors below efficiency bar (except those attached to the Railway Police or employed as clerks) and Sergeants in the Bombay Presidency including Sind ..	15 (the rate for Sub-Inspectors has been temporarily increased to Rs. 25).
110	Head Constables in Sind, who are in charge of Stations, and all Sub-Inspectors and Head Constables in charge of Stations in the Police of the Mahi Kantha Agency	15
111	Prosecuting Sub-Inspectors on Railways	15 (in addition to daily allowance under rule 463).
112	Sub-Inspector and Head Constable, Mahi Kantha Agency..	10
113	Clerks and Readers in the office of the District and Assistant Superintendents of Police, and the Head-quarters Sub-Inspector, Dharwar ..	5 (temporarily increased to Rs. 7-8-0).
114	Clerks and Readers in the office of the District Superintendent of Police, Ahmedabad ..	8 (temporarily increased to Rs. 12).
115	Clerks in the office of the Deputy Inspector of Police, Northern Range, Ahmedabad ..	10 (temporarily increased to Rs. 12).

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Ports and Pilotage.	Rs.
116	Ship Surveyors, Bombay ..	250
117	Head Clerk, Shipping Office, Aden	10
118	Engineer and Ship Surveyor, Karachi	150 (if a motor car is maintained).
	Ecclesiastical.	
119	Anglican Chaplains of Aden and Ahmedabad	50
120	Chaplains of the Church of Scotland at Aden, Karachi and Poona	50
121	The Senior Chaplain of St. Andrew's Church, Bombay, on condition that he maintains a suitable conveyance ..	50
	Note.—When the chaplain uses his own conveyance for attending funerals at Sewree he may be allowed to draw the ordinary gharry hire payable by him. But when in the absence of his own conveyance he is compelled to hire one, he may be allowed to draw the carriage hire actually paid by him, whatever the conveyance may be, subject to the condition that it should be limited to the daily allowance admissible to him under the ordinary rules or to that admissible under special orders issued by Government from time to time.	
122	Junior Chaplain of St. Andrew's Church, Bombay ..	50
123	Each of the two Chaplains at Karachi	30
	Note.—(The allowance may be increased to Rs. 50 when one Chaplain is in sole charge of the station.)	
124	Chaplain of Hyderabad for visiting Kotri	30

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Ecclesiastical—contd.	Rs.
125	Chaplain of St. Paul's Church, Poona, and the Chaplain at Ahmednagar for such periods as the new barracks at East Ridge are occupied by a regiment requiring the services of a Chaplain of the Church of England	25
126	Additional Clergy Society's Chaplain at Sukkur for visiting Rohri	25
127	Roman Catholic Priest at Poona, for visiting the Yeravda Central Jail	15
	Political.	
128	1st, 2nd and 3rd Assistants, Aden Residency	50
129	Registrar, Court of the Resident at Aden	50
130	Assistant Resident at Steamer Point, Aden	30
	Education.	
131	Inspectress of Girls' Schools, Bombay and Northern Division	75
132	Inspectress of Girls' Schools, Central Division and Bombay Division	50
133	Lady Superintendents, Training College for Women, Poona and Hyderabad	50
134	Inspectress of Girls' Schools, Sind	50
135	1st Assistant, Training College for Women, Poona ..	40
136	Superintendent, Yeravda Reformatory School, Poona ..	30

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Education—contd.	Rs.
137	Inspectress, Urdu Girls' Schools .	30
138	Mistress, High School for Indian Girls, Poona	25
139	All Members of the staff of the Deccan College, Poona, on pay of Rs. 350 per mensem and under	25
140	2nd Assistant, Training College for Women, Poona ..	20
141	Drawing Master in charge of the School of Drawing and Design, Ahmedabad	5 (cycle allowance).
	Medical.	
142	Superintendent of Mahableshwar (for the performance of executive duties)	50
143	Civil Surgeon, Poona ..	150
144	Civil Surgeon, Thana, while in charge of the Naupada Mental Hospital	25 (temporarily increased to Rs. 37-8-0).
145	Subordinate Medical Service Officers when placed in temporary charge of a Civil station or of the duties of a Residency or Agency Surgeon	25
146	Subordinate Medical Service Officers when detailed for anti-malarial duty	30
147	Presidency Surgeon, Bombay ..	250
148	Subordinate Medical Service Officer, Bhandardara Works ..	15
149	Subordinate Medical Service Officer, Canal Dispensary, Kopergaon	15
150	Subordinate Medical Service Officer, Lake Whiting Dispensary	15

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Medical—contd.	Rs.
151	Subordinate Medical Service Officer, Civil Hospital, Mahableshwar	10
152	Subordinate Medical Service Officer, Malsiras Dispensary ..	15
153	Chemical Assistant, Chemical Examiner's Office, Karachi ..	10 (Tram allowance).
154	Clerk, Chemical Examiner's Office, Karachi	10 (Do.).
155	Laboratory Assistant to Chemical Examiner, Karachi ..	10 (Do.).
156	Steward, Civil Hospital, Ahmedabad	25
157	Subordinate Medical Service Officer attached to the Canal Dispensary in the Lonand District (Temporary) ..	15
158	Subordinate Medical Service Officer attached to the Port Health Establishment, Bombay	15 (To all officers attached).
159	Subordinate Medical Service Officer, Northcote Police Hospital, Bombay	(*i*) 20 (To Senior Subordinate Medical Service Officer). (*ii*) 10 (To Junior Subordinate Medical Service Officer).
160	Subordinate Medical Service Officer at Civil Hospital, Surat	10 for attendance on the Vernacular Agricultural School.
161	Subordinate Medical Service Officer at Badlapur Dispensary	7-8-0 for attendance on Agricultural School at Jambar.
162	Subordinate Medical Service Officer at Civil Hospital, Matheran	20 for duties performed as Sanitary Inspector.

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Medical—contd.	Rs.
163	Subordinate Medical Service Officer at Roha Dispensary ..	25 for visiting Leper Asylum, Pui.
164	Subordinate Medical Service Officer at Kopargaon Dispensary	12 for visiting Fodder Farm.
165	Subordinate Medical Service Officer, Travelling Dispensary, Daskroi	40 recoverable from Local Body.
166	The Demonstrator and the Lecturers at the Deccan College appointed to teach Chemistry, Physics and Biology at the B. J. Medical School, Poona ..	2 each for attendance at the School.
	Public Health.	
167	Port Health Officer, Bombay ..	150*
168	Port Health Officer, Karachi ..	100*
169	Assistant Port Health Officer, Karachi	60 (Boat allowance).*
170	Assistant Surgeon on Port Health Staff, Bombay ..	50
171	Lady Doctor on Port Health Staff, Bombay	50*
172	Director of Vaccine Institute, Belgaum	100
173	Local Fund Vaccinator, Thana..	8
174	Consulting Surveyor to Government	100
175	Assistant Consulting Surveyor to Government	50
176	Deputy Assistant Consulting Surveyor to Government ..	50
177	Senior Assistant to the Consulting Surveyor	40

* A moiety of these allowances is recoverable from the Karachi or Bombay Port Trust as the case may be.

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Public Health—contd.	Rs.	
178	Lady Nurse at the Port Health Camp, Keamari, Karachi ..	45	
179	Clerk to the Port Health Officer, Karachi	10	(Tram allowance).
	Agricultural Department.		
180	Agricultural Overseer, Godavari Canal, Kopergaon ..	30	
181	Agricultural Overseer, Nira Canal, Baramati	30	
182	Superintendent, Civil Veterinary Department, Poona ..	25	
183	Auditor, Co-operative Societies, First and Second Class ..	20	
	Civil Veterinary Department.		
184	Superintendent, Civil Veterinary Department, Sind and Rajputana	25	for journeys in connection with the importation of live stock at the port of Karachi.
185	Deputy Superintendent, Civil Veterinary Department, Sind, Karachi	35	
186	Deputy Superintendent, Bombay City and Harbour, Veterinary Department	30	
187	Chief Veterinary Inspector, Bombay City and Harbour, Veterinary Department ..	25	
188	Senior Veterinary Inspectors, Bombay City and Harbour, Veterinary Department ..	25	
189	Junior Veterinary Inspectors, Bombay City and Harbour, Veterinary Department ..	25	

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Miscellaneous.	Rs.	
190	Director of Industries ..	150	If a four-seater motor car is maintained.
191	Director of Information ..	200	
192	Director, Labour Office ..	150	
193	Chief Inspectors and Inspectors of Factories at Bombay, Ahmedabad and Karachi ..	150	For a motor car or 75 for motor cycle or carriage actually maintained or actual conveyance charges.
194	Assistant Inspectors of Factories,	75	For a motor cycle actually maintained or actual conveyance charges.
195	Certifying Surgeon for Factories in the City of Bombay ..	100	Provided he maintains a motor car and uses it for Government work; otherwise he should be granted a daily conveyance allowance of Rs. 3 for days on which inspection is done.
196	Certifying Surgeon, Ahmedabad.	75	
197	Protector of Pilgrims, Karachi.	75	
198	Two Investigators, Labour Office	100	each.
199	One Investigator, Labour Office	40	
200	Special Mamlatdar, Deccan Canals	25	
	Civil Works.		
201	Superintendent, Public Works Store and Workshop, Karachi.	50	If a motor cycle is maintained.

Serial No.	Designation of Officer.	Rate of conveyance allowance.	
	Civil Works—contd.	Rs.	
202	Executive Engineer, Karachi Buildings District—		
	(*i*) When a motor car is maintained	100	(Temporarily increased to Rs. 150).
	(*ii*) When a motor cycle is maintained	50	
203	Executive Engineer, Presidency District	250	The conveyance allowance covers the journeys in the Islands of Bombay and Salsette and no daily allowance or mileage is admissible for travelling beyond a radius of five miles within these limits.
204	Electrical Inspector, Bombay ..	250	
205	Assistant Electrical Engineer ..	250	
206	(*i*) Assistant Executive Engineers.		
	(*ii*) Assistant Engineers ..	50	Provided they maintain a motor cycle and use it for Government work.
	(*iii*) Upper Subordinates in charge of Sub-Divisions at Bombay, Poona and Karachi		
	(*iv*) Station Engineer, Power House, Ambernath ..		
207	Two Assistant Engineers in the Electrical Division stationed at Bombay and Poona.	100	If a motor car is maintained.
208	Apprenticed Upper Subordinates or Assistant Engineers, Lloyd Barrage and Canals Construction	30	
209	Assistant Engineer, Suburban Division	65	
210	Superintendent of Public Works Stores and Workshops, Bombay	30	
211	Store-keeper, Executive Engineer's Office, Sholapur ..	5	

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Civil Works—contd.	Rs. a.
212	Store-keeper, Executive Engineer's Office, East Khandesh	5 0
213	Store-keeper, Executive Engineer's Office, Ahmednagar ..	5 0
214	Subordinates of the River Survey Party, Sind	15 0
215	Upper Subordinates and members of the Bombay Subordinate Service of Engineers.	30 0 (if a horse, pony or camel is maintained). 7 8 (if a pedal cycle is maintained). 40 0 (if a motor cycle is maintained). 30 0 (if a horse, conveyance or dhamni is maintained). 25 0 (if a bullock cart with two bullocks is maintained). 20 0 (if a bullock chakra is maintained). Provided that— (*i*) the total amount of conveyance allowance and travelling allowance drawn in any month shall not exceed Rs. 75; and (*ii*) the above rates should be allowed so long as the conveyance is actually maintained after the Chief Engineer, Superintending Engineer, Sanitary Engineer to Government, Consulting Architect to Government, or the Electrical Engineer to Government, has satisfied himself in each case that the conveyance, for which the conveyance allowance is granted, is suitable and necessary for the proper performance of the Subordinate's duties.

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Civil Works—contd.	
		In Bombay and Karachi Subordinates who do not maintain conveyances but whose duties render the frequent use of hired conveyances necessary may be granted a conveyance allowance of Rs. 25 per mensem. The above rates should be made applicable to those stipendiaries who are employed on the actual execution of works and for the period or periods during which they are so employed. *Note.*—Lower subordinates working in the flood area in Sub-division No. II of the Nara Supply Division are entitled to draw a boat allowance at the rate of Rs. 40 per mensem, for the abkalani season, *i.e.*, from June to September, in lieu of both the conveyance allowance admissible to them for the maintenance of a horse or riding camel and the camp equipage allowance.
		Rs.
216	Electrical Sub-Inspector, Aden..	50
217	Canal Assistant	30
218	Abdars and Darogas ..	15
219	Store clerk in the— (*i*) Padegaon Sub-Division .. (*ii*) Bandharas Sub-Division (*iii*) Kadwa Canals Sub-Division	5 (cycle allowance).
220	Store clerk, Head-quarters Sub-Division, Ahmednagar Division	5 (cycle allowance).
	Development Department.	
221	Secretary to Government, Development Department ..	
222	Chief Engineer, Back Bay Reclamation Scheme ..	
223	Deputy Chief Engineer, Reclamation Branch, Marine Lines, Colaba and Quarry Section ..	

Serial No.	Designation of Officer.	Rate of conveyance allowance.
	Development Department—contd.	
224	Deputy Chief Engineer, Reclamation Branch, Dredging Section.	Rs. 150 for the maintenance of a four-seater motor car.
225	Sanitary and Medical Officer, Reclamation Branch ..	
226	Land Acquisition Officer for the City of Bombay	
227	Personal Assistant to the Land Manager, Development Department	
228	Assistant Land Manager, Development Department Chawls.	
229	Executive Engineer, Housing and Suburban Division. ..	180 for the maintenance of a four-seater motor car.
230	Assistant Engineer, Dredging Section.	75 for the maintenance of a two-seater motor car.
231	Marine Surveyor, Reclamation Branch.	
232	Assistant Manager, Marine Lines.	50 for the maintenance of a motor car.
233	Assistant Engineer, in the Housing and Suburban Division	65 for the maintenance of a motor cycle.
234	Assistant Engineer in the Housing and Suburban Division	65 for the maintenance of a horse.
235	One Supervisor in the Housing and Suburban Division ..	65 for the maintenance of a motor cycle.
236	Sanitary Inspector for the Development Department Chawls	50 for the maintenance of a motor cycle.
237	Upper and Lower Subordinates in the Development Department	5 for the maintenance of a pedal bicycle.

APPENDIX XXIV.

[*See* Rule 421]

1. The following officers are entitled to the special rates of daily allowance mentioned below :—

		Rs.	a.	p.
1.	Members of the Executive Council of Governor and Ministers	15	0	0
2.	Secretaries to Government	10	0	0
3.	Judicial Commissioner of Sind	10	0	0
4.	District Judges	10	0	0
5.	Registrar of Co-operative Societies ..	10	0	0
6.	Political Resident, Aden	10	0	0
7.	Inspector General of Police	10	0	0
8.	Inspector General of Prisons	10	0	0
9.	Surgeon General with the Government of Bombay.	10	0	0
10.	Director of Public Health	10	0	0
11.	Director of Public Instruction	10	0	0
12.	Chief Conservator of Forests	10	0	0
13.	Director of Agriculture	10	0	0
14.	Sanitary Engineer to Government ..	10	0	0
15.	Chief Engineer	10	0	0
16.	Principal, Veterinary College	10	0	0
17.	Superintending Engineers	9	0	0
18.	Officers of the Indian Service of Engineers or Bombay Engineering Service, Class I (permanent or temporary), including students—			
	(*i*) in charge of Division ..	7	8	0
	(*ii*) not in charge of Division other than those on a pay of Rs. 750 or more ..	6	0	0
19.	Candidates selected for training in the Bombay Engineering Service—			
	During the 1st year of the training ..	1	8	0
	„ „ 2nd „ „ „ „ ..	2	0	0
20.	Principals and Professors, Inspectors and Inspectresses in the Bombay Educational Service, and the Lady Superintendent, Criminal Tribes Settlement School	6	0	0
21.	Personal Assistant to the Chief Conservator of Forests	4	8	0
22.	Deputy Superintendents of Police, other than those of the first grade, and Probationers and Honorary Deputy Superintendents of Police ..	4	8	0

		Rs.	a.	p.
23.	Assistant Dangs Diwan	1	4	0
24.	Government Pleaders and Public Prosecutors and their Assistants other than the Government Pleader, High Court, Bombay, and the Public Prosecutor for Sind	3	0	0
		(to be raised to Rs. 4 for halts at Bombay, Poona, Karachi or Maha b l e s h-war.)		
		Rs.	a.	p.
25.	Village Accountants (talatis), when deputed outside their jurisdiction	0	8	0
26.	Settlement Commissioner and Director of Land Records	10	0	0
27.	Works Manager, Dapuri	10	0	0
28.	Deputy Inspectors General of Police ..	9	0	0
29.	Land Manager, Development Directorate ..	9	0	0
30.	Consulting Surveyor to the Government, Bombay	10	0	0
31.	Superintendent, Civil Veterinary Department, Bombay Presidency	10	0	0
32.	Forest Engineer, Bombay Presidency ..	9	0	0

2. Unless otherwise expressly provided for, Government servants of all grades (as defined in Rule 420) below the first, in the Forest Department are entitled to a daily allowance one-third greater than the allowance of their grade.

3. The Judicial Commissioner of Sind should be allowed, in addition to a daily travelling allowance of rupees ten, the actual cost of moving the necessary office tents and records. The tour of this officer and his establishment should be limited to a maximum period of three months which should not be exceeded except with the special prior assent of Government.

4. The question whether the Remembrancer of Legal Affairs who is also the Secretary to Government, Legal Department, should draw daily allowance at Rs. 7-8-0 or Rs. 10 is left to the discretion of the officer holding the two appointments as it is impossible in the great majority of cases to separate the functions of the Remembrancer from those of the Secretary.

5. Peons attached to the Members of the Executive Council of the Governor or to Ministers, peons of the Secretaries, Deputy Secretaries, Under Secretaries and Assistant Secretaries to Government and those attached to the staff and house-hold of the Governor, peons of officers who tour over the whole Bombay Presidency or the Presidency proper, peons of the Factory, Boiler and Smoke Nuisances Departments and

orderlies of the Inspector General of Police and the Deputy Inspector General of Police, C. I. D., and peons accompanying officers nominated as Members of the Council of State and the Legislative Assembly to Delhi or Simla, should be allowed daily allowance at the rate of annas six.

Note.—The following establishments are entitled to daily allowance at the rate of annas 8 :—

(*i*) Peons of the Chief Conservator of Forests.
(*ii*) Peons of officers of the Forest Engineering staff for journeys outside the Southern Circle.

6. Havaldars and Naiks of the Salt and Excise Department in Sind should draw a daily allowance of six annas and peons of that Department should draw a daily allowance of three annas.

7. Members of the Subordinate Medical Service and compounders deputed to Kamaran should be allowed a daily allowance at the rate of Rs. 4 per diem each for the period of their halt at Aden.

8. Peons of Deputy Inspectors General of Police, Northern and Southern Ranges, should be allowed daily allowance at annas four.

APPENDIX XXV

[*See* Rule 428]

1. The following Government servants of the second and third grades stationed in Sind may draw daily allowances at the rates shown below. These rates will be reduced if there is a reduction in other daily allowance rates :—

(*a*) Head Clerks to the Commissioner in Sind, Collectors of Karachi and Thar Parkar and Superintending Engineers in Sind, the Assistant Sindhi Translator, Chief Clerk to the Judicial Commissioner in Sind, Head Clerk to the District Judge, Karachi, Head Clerk to Deputy Inspector General of Police for Sind, Mukhtyarkars in Sind, the Head Clerks in the Chief Engineer and the Superintending Engineers' Offices in Sind and the Divisional Accountants (drawing the pay of Rs. 200 and above).	Up to Rs. 250 a daily allowance of Rs. 3. Above Rs. 250 at the rates admissible under Rule 420.

(*b*) Members of the office establishment of the undermentioned officers with the exception of those included in clause (*a*)—

	Rs. a. p.
(*i*) Commissioner in Sind, including the Sindhi Translator's Branch.	Up to Rs. 85 .. 1 14 0 Above Rs. 85 up to Rs. 115. 2 10 0 Above Rs. 115. 3 0 0
(*ii*) Judicial Commissioner of Sind (*iii*) Deputy Inspector-General of Police for Sind (including the Sindhi shorthand teacher).	Pay not less than Rs. 85. 2 8 0
(*iv*) Superintending Engineers in Sind, the Chief Engineer in Sind and the Executive Engineer, Draglines Division.	Pay less than Rs. 85 .. 1 14 0

(*c*) Apprentice Assistant Engineers, Upper Subordinates of the Public Works Department drawing less than Rs. 200 per mensem (attached to offices), Assistant Deputy Educational Inspectors drawing less than Rs. 250 per mensem and members of the office establishment of the— (*i*) Manager, Encumbered Estates in Sind. (*ii*) Conservator of Forests, Sind Circle. (*iii*) Educational Inspector and Inspectress of Girls' Schools in Sind.	Pay not less than Rs. 115. 2 8 0 Pay less than Rs. 115 .. 1 14 0

		Rs. a. p.
(*iv*) Assistant Director of Public Health, Sind Registration District.		
(*v*) Superintendent, Civil Veterinary Department, Sind.		
(*vi*) Superintendent of Salt and Excise in Sind and the Deputy Superintendents of Salt and Excise, Upper and Lower Sind.	Pay not less than Rs. 115.	2 8 0
	Pay less than Rs. 115 ..	1 14 0
(*vii*) Assistant Registrar of Co-operative Societies in Sind (including his auditing staff).		
(*viii*) Superintendent of Land Records in Sind.		
(*d*) Veterinary Assistant Surgeons, Lower Subordinates of the Public Works Department (attached to offices), Government servants in the cadre of graduate and non-graduate assistants drawing less than Rs. 200 per mensem, the Assistant Agricultural Engineer, the Mechanical Assistant, Engine Drivers, Fitters, Kamgars, Malis and Dairyman in the Agricultural Department and Surveyors in the office of the Divisional Forest Officer, Working Plans, Sind Circle; the Revenue Surveyors of the Land Records Department and Members of the office establishments of—	Up to Rs. 85.	1 4 0
	Above Rs. 85 up to Rs. 115.	1 8 0
(*i*) Collectors and District Registrars.		
(*ii*) Assistant and Deputy Collectors in charge of Talukas.	Above Rs. 115.	2 0 0
(*iii*) Deputy Commissioner and District Registrar, Upper Sind Frontier.		
(*iv*) Agricultural Department.		
(*v*) Deputy Manager, Encumbered Estates in Sind.		
(*vi*) District Superintendents of Police, Superintendents of Police, Sind Railways and the Sind Criminal Investigation Department, Assistant and Deputy Superintendents of Police in Sind (including Sub-Inspectors and Head		

		Rs. a. p.
Constables employed on clerical duties and in the Finger Print Bureau, Karachi).		
(*vii*) District, Joint, and Assistant Judges.	2p to Rs. 85.	1 4 0
(*viii*) Deputy Educational Inspectors.	Above Rs. 85 up to Rs. 115.	1 8 0
(*ix*) Divisional Forest Officers in Sind (clerks only).	Above Rs. 115.	2 0 0
(*x*) Executive, Assistant Executive, Assistant Engineers and the Public Works Department Sub-Divisional Officers (other than Assistant Engineers).		
(*e*) Members of the office establishments of the Collector and District Registrar and the District Superintendent of Police, Thar Parkar (except the Head Clerk to the Collector), clerks of the Educational Department serving in Thar Parkar, clerks of the Deputy Educational Inspector, Mulla Schools, Hyderabad, while touring in the Thar Parkar District.	Up to Rs. 85..	1 8 0
	Above Rs. 85 up to Rs. 115.	2 0 0
	Above Rs. 115.	2 4 0
(*f*) Chitnises in Sind	Rs. 3 or any higher rate admissible under Rule 420.	
(*g*) Officiating Deputy Educational Inspectors in Sind.	Rs. 2-8-0 or any higher rate admissible under Rule 420.	

Note 1.—The permanent establishment under the Revenue Officer, Lloyd Barrage and Canals Construction, should be classed for the purposes of daily allowance under clauses 1 (*a*) and (*b*) (*iv*) above.

Note 2.—The extra clerk for the office of the Revenue Officer, Lloyd Barrage and Canals Construction, sanctioned in Government Resolution, Revenue Department, No. 6905, dated 5th April 1924, should be granted daily allowance under clause (*a*) above.

Note 3.—The temporary establishment sanctioned in Government Resolution, Revenue Department, No. 6905, dated 15th February 1924, are eligible for daily allowance under clause (*a*) above.

2. An increase of 50 per cent. over the rates of daily allowance and mileage admissible in Sind should be allowed to Government servants of all grades who are required to travel in the desert talukas of Chachro, Diplo, Mithi, and Nagar Parkar in the Thar Parkar District.

3. An increase of 25 per cent. over the rates of daily allowance and mileage admissible in Sind should be allowed to Government servants of all grades who are required to travel in Baluchistan. The rate of allowance of an officer, who spends part of a day in Baluchistan and part in a place in which the ordinary rate prevails, should be determined according to the place where he halts after the journey.

4. Government servants in all Departments on pay less than Rs. 200 per mensem (including menials) while travelling during the months of June to September in the four Konkan districts (Thana, Kolaba, Ratnagiri and Kanara) are entitled to mileage at the special rate of annas four a mile (two annas a mile in the case of menials) and daily allowance at 33⅓ per cent. more than that admissible to them under Rule 420.

5. Peons accompanying officers of all Departments on their visits to Bombay, Mahableshwar, Matheran, or Poona on duty or going on duty to those places are entitled to daily allowance at special rates, namely six annas in the case of visits to the first three places and four annas in the case of visits to Poona, for the entire period of absence from head-quarters, *i.e.*, days of halt and of actual journey by rail. The peons of the Lord Bishop of Bombay should not, however, be held eligible for the special rate of daily allowance of four annas for visits to Poona.

6. Menials in Sind accompanying officers on their visits to Bombay, Mahableshwar, and Poona on duty or going on duty to those places should be allowed daily allowance at a special rate of eight annas.

7. For journeys between Mount Abu and Abu Road Station the Inspector of European Schools and his establishment should be granted mileage allowance and daily allowance at the special rates fixed by the Local Administration of Rajputana.

8. The Gujarati Assistant Deputy Educational Inspector, Karachi, should be given daily allowance at the special rate of Rs. 2-4-0 for the whole period that he may spend on inspection duty in the Thar Parkar District.

9. All Government servants of the third grade required to visit the undermentioned stations on duty are entitled to daily allowance at the special rates specified against them, any permanent travelling allowance drawn by them being suspended for the period :—

Station.	Special rate of daily allowance.
Bombay, Mahableshwar or Matheran.	Double the ordinary rate.
Poona	1½ times the ordinary rate.

The special rates for (1) Bombay, (2) Mahableshwar, (3) Matheran and (4) Poona are not applicable to clerks stationed in (1) the Bombay Suburban Division and Bombay City, (2) Mahableshwar, (3) Matheran and (4) the Poona Suburban area and Poona City and Cantonment, respectively.

10. Lower Subordinates of the Public Works Department visiting Bombay and Mahableshwar on duty are entitled to daily allowance at double the ordinary rate on the conditions mentioned in the preceding rule.

11. Officers of the first grade required to stay in Bombay, Poona, Karachi or Mahableshwar are entitled to daily allowance at the rate of Rs. 10. Officers of the second grade similarly detained in those places should be given a *pro rata* increase of 33⅓ per cent. in the ordinary rates of daily allowance admissible to them, subject to a minimum daily allowance of Rs. 4 for halts at those places.

In cases in which officers in receipt of permanent travelling allowance exchange it under Rule 443, for mileage allowances and daily allowance, if admissible, they should be granted daily allowance at the special rates mentioned above in lieu of permanent travelling allowance for any day of their halt in Bombay, Poona, Karachi or Mahableshwar for which no mileage allowance is drawn.

These concessions are not applicable to officers stationed in (i) Bombay Suburban District and Bombay City, (ii) Poona City, Cantonment, or, Suburban area, (iii) Karachi and (iv) Mahableshwar on the occasions of their visits to Bombay (including the Suburban Division), Poona, Karachi and Mahableshwar respectively.

12. Clerks deputed to Bombay from Sind for training should be allowed to draw daily allowance at double the ordinary rates, subject to a minimum consolidated pay of Rs. 70 per mensem.

13. Police Head Constables and Constables in Aden, when deputed to foreign territory, are allowed subsistence allowance at the rate of Re. 1 per diem provided the period of deputation exceeds three days. They are also allowed subsistence allowance at the rate of Re. 1 per diem when deputed to Bombay on duty.

14. Government servants of the fourth grade required to stay at Karachi and Panchgani on duty should be granted daily allowance at the special rate of six annas.

15. Government servants of the third grade required to halt at Karachi and Panchgani on duty should be granted daily allowance at double the ordinary rates.

16. Lady Superintendents, Criminal Tribes Settlement Schools, should be granted daily allowance at the rate of Rs. 6 per diem when on tour.

17. Public Works Officers travelling in the Persian Gulf are entitled to an increase of 50 per cent. in the ordinary rates of daily allowance and mileage admissible to them subject to the following limitations: —

(*a*) No daily allowance shall be increased so as to exceed Rs. 10.

(*b*) No mileage shall be increased so as to exceed one rupee.

18. Clerks of the Canal Assistants in Sind are eligible for daily allowance at the rate of Re. 1 per diem.

19. Deputy Educational Inspectors and Assistant Deputy Educational Inspectors serving in the Thar Parkar District are eligible for daily allowance at the rate of Rs. 4 and Rs. 2 respectively or the allowance admissible under Rule 420 according to their grades whichever is higher. The Deputy Educational Inspector, Mulla Schools, Hyderabad, and his Assistants are also eligible for this concession when they tour in the Thar Parkar District.

20. Clerks accompanying the District Judge, Broach and Panch Mahals, to Godhra are entitled for halts at that place, to an increase of 25 per cent. in the ordinary rates of daily allowance admissible to them.

APPENDIX XXVI.

[*See* Rule 433]

List of Places declared by Government to be headquarters.

Officers.	Place of Headquarters.
Government servants on the staff of Government, required to change their headquarters along with Government.	Headquarters of Government for the time being.
The Commissioner of Excise	Bombay.
Superintendent of Excise, Ahmedabad Sub-division	Ahmedabad.
Superintendent of Excise, Kaira Sub-division	Kaira.
Superintendent of Excise, Surat Sub-division	Surat.
Superintendent of Excise, Khandesh Sub-division	Jalgaon.
Superintendent of Excise, Bombay Sub-division	Bombay.
Superintendent of Excise, Nasik Sub-division	Nasik.
Superintendent of Excise, Dharwar Sub-division	Dharwar.
Superintendent of Excise, Belgaum Sub-division	Belgaum.
Superintendent of Excise, Ratnagiri Sub-division	Ratnagiri.
Superintendent of Excise, Poona Sub-division	Poona.
Commissioner in Sind	Karachi.
Commissioner, Northern Division ..	Ahmedabad.
Commissioner, Southern Division ..	Belgaum.
Commissioner, Central Division ..	Poona.
Consulting Surveyor to the Government of Bombay	Do.
Manager and Assistant Manager, Sind Encumbered Estates	Hyderabad.
Superintendent of Land Records, N. D. ..	Ahmedabad.
,, ,, C. D. ..	Poona.
,, ,, S. D. ..	Belgaum.
,, ,, Sind ..	Hyderabad.
Mamlatdar of Haveli	The area lying within the Poona City Municipal limits.
Peons attached to Circle Inspectors ..	Headquarters of the talukas.

Officers.	Place of Headquarters.
The Chief Conservator of Forests ..	Poona.
The Conservator of Forests, N. C. ..	Nasik.
,, ,, C. C. ..	Poona.
,, ,, S. C. ..	Dharwar.
The Conservator of Forests, Sind Circle ..	Karachi.
Forest Engineer and Assistant Forest Engineer	Dharwar.
The Divisional Forest Officer, Working Plans, N. C. ..	Nasik.
,, ,, West Khandesh ..	Dhulia.
,, ,, North Khandesh ..	Do.
,, ,, North Nasik ..	Nasik.
,, ,, West Nasik ..	Do.
,, ,, East Nasik ..	Do.
,, ,, West Thana ..	Thana.
,, ,, North Thana ..	Nasik.
,, ,, East Thana ..	Do.
,, ,, Dharwar (Bijapur) ..	Dharwar.
,, ,, Kanara, N. D. ..	Do.
,, ,, ,, W. D. ..	Karwar.
,, ,, ,, Coast D. ..	Kumta.
,, ,, ,, S. D. ..	Honawar, during the fair season, and Karwar during the monsoon.
,, ,, ,, E. D. ..	Dharwar.
Working Plans, Assistant, Sind Circle ..	Karachi.
The Divisional Forest Officer, Working Plans, Central Circle.	Poona.
,, ,, ,, Southern Circle.	Dharwar.
The Sub-Registrar, Thasra	From 1st to 15th of a month at Thasra and from the 16th to the end of the month at Dakor.
The Sub-Judge, Dhandhuka and Ghogha.	Dhandhuka.
,, Sangola and Malsiras ..	Sangola.
,, Karmala and Madha ..	Karmala.
,, Karad and Patan ..	Karad.
,, Newasa and Shevgaon ..	Shevgaon.
,, Karjat and Jamkhed ..	Karjat.
,, Koregaon and Dahivadi ..	Koregaon.
,, Vita and Tasgaon ..	Tasgaon.
,, Rahuri and Kopargaon ..	Rahuri.
,, Talegaon and Saswad ..	Talegaon.

Officers.	Place of Headquarters.
The Sub-Judge, Ankleshwar and Olpad, and the establishment that goes with him from Ankleshwar to Olpad	Ankleshwar.
The establishment that goes from Olpad to Ankleshwar with the Sub-Judge, Ankleshwar and Olpad ..	Olpad.
A Joint Sub-Judge	The headquarters of the Sub-Judge whom he is assisting.
The Inspector General of Police ..	Poona.
The Deputy Inspector General of Police, Northern Range ..	Ahmedabad.
,, ,, Southern Range ..	Belgaum.
The Superintendent of Police, G.I.P. and M. & S. M. Rlys...	Poona.
,, ,, B. B. & C. I. Ry..	Bombay.
The Assistant Superintendent of Police, G. I. P. and M. & S. M. Railways ..	Poona.
Members of the Criminal Investigation Department of the Sind Police Force ..	Karachi.
The Educational Inspector, Sind ..	Do.
The Inspector of Science Teaching ..	Poona.
The Inspector, European Schools, Bombay Presidency	Do.
Inspectress of Girls Schools in the Kanara District	Dharwar.
The Presidency Surgeon	Bombay.
The Director of Public Health ..	Poona.
The Assistant Director of Public Health, W. R. District ..	Nasik.
,, ,, C. R. District ..	Poona.
,, ,, S. R. District ..	Belgaum.
,, ,, G. R. District ..	Ahmedabad.
,, ,, Sind R. District ..	Karachi.
The Deputy Director of Agriculture, Gujarat	Surat.
The Deputy Director of Agriculture—North Central Division.	Nasik.
,, ,, Sind ..	Karachi.
,, ,, S. D. ..	Dharwar.
,, ,, South Central Division.	Poona.
,, ,, in charge. Konkan Districts	Ratnagiri.
Principal, Agricultural College, Poona ..	Agricultural College, Poona.
Agricultural Chemist	Do. do.

Officers.	Place of Headquarters.
Professor of Agriculture	Agricultural College, Poona.
Economic Botanist	Do.
Assistant Professors at the Agricultural College, Poona	Do.
Agricultural Engineer, Bombay Presidency	Poona.
Divisional Superintendent of Agriculture, N. D. ..	Ahmedabad.
„ „ „ C. D. ..	Agricultural College, Poona.
„ „ „ S. D. ..	Dharwar.
„ „ „ Sind ..	Mirpurkhas.
Registrar of Co-operative Societies ..	Poona.
Assistant Registrar, Co-operative Societies, Sind ..	Hyderabad.
„ „ „ N. D. ..	Surat.
„ „ „ Poona Division	Poona.
„ „ „ Belgaum „ ..	Belgaum.
„ „ „ Dharwar „ ..	Dharwar.
„ „ „ Khandesh „ ..	Dhulia.
„ „ „ Bombay „ ..	Bombay.
Superintendent of Government Printing and Stationery	Bombay.
Chief Engineer in Sind	Karachi.
Superintending Engineer, Indus Right Bank Circle	Do.
Superintending Engineer, Indus Left Bank Circle	Do.
Superintending Engineer, Northern Circle.	Bombay.
„ „ Central Circle ..	Poona.
Superintending Engineer, Deccan Irrigation Circle	Do.
Superintending Engineer, Southern Circle	Belgaum.
Electrical Engineer to Government ..	Bombay.
Consulting Architect to Government ..	Do.
Sanitary Engineer to Government ..	Poona.
Works Manager, Government Central Store and Workshops	Dapuri.
The President, Legislative Council ..	Bombay or Poona, as the case may be, during sessions of the Legislative Council, and at other times of the year his usual place of residence.

APPENDIX XXVII.

[*See* Rule 434]

Government servants.	Limit of the sphere of duty.
1. Assistant and Deputy Collectors ..	Talukas of which they are in charge.
2. Talati of a British Village ..	The taluka or Mahal in which he serves excluding Inam Khoti, Shilotri, talukdar, patabandi, and Udhad jamabandi villages (*vide* note at the end of the Appendix).
3. A forester in charge of a depôt ..	A distance of five miles from the locality in which the depôt is situated.
4. A Bailiff	The limits of the ordinary original jurisdiction of the Court in which he is employed subject to the following exceptions :— *Exception 1.*—The limits of the ordinary sphere of duty of a bailiff of the Court of the Judicial Commissioner of Sind are those of the Karachi Taluka. *Exception 2.*—The limits of the ordinary sphere of duty of a bailiff of a District Court are those of the ordinary original jurisdiction of the First Class Sub-Judge's Court in the District.
5. Railway Superintendent of Police..	The whole of the railway over which his duty extends.
6. Assistant Superintendent (Railways)	The division of the railway of which he is in charge.
7. Assistant Superintendent of Police (except Railway).	The portion of the District of which he is in charge.
8. Inspector of Police	Sub-Division of the District of which he is in charge. But, in the case of an Inspector of Police temporarily doing the duties of another Inspector in addition to his own, the limit of his original sphere of duty does not extend to the second circle for purposes of travelling allowance.

Government servants.	Limit of the sphere of duty.
9. Sub-Inspector of Police (except a City Sub-Inspector).	Police Station of which he is in charge.
10. City Sub-Inspector	City or town of which he is in charge.
11. Mounted Police Escort of a Commissioner.	The District in which the Commissioner's headquarters are situated.
12. The Criminal Tribes Settlement Officer, Bijapur, and the Settlement Inspectors and peons under him.	The whole of the Presidency proper.

Note.—Talatis of British villages in the Thana, Kolaba and Ratnagiri Districts should not be granted travelling allowance for visiting Khoti villages in the talukas in which they serve unless they proceed there under the special orders of the mamlatdar of the taluka for reasons which should be recorded or for the performance of such duties as those of seeing that the births and deaths registers are regularly written up, of taking an annual census of the village, in connection with inquests, etc.

APPENDIX XXVIII.

[*See* Rule 43E]

List of Government servants not entitled to travelling allowance for journeys on tour.

No. of entry.	Designation of Government servant.	Limitations and exceptions.
	Salt and Excise (Sind).	
1	Sowars and Daffadars in the Sind Combined Salt and Excise Department.	
	Land Revenue.	
2	Menials in temporary employ attached to survey parties in the field.	
3	Talatis (Village Accountants).	The talati of Sheve Saza in the Uran Mahal of the Panvel taluka is allowed actual travelling expenses not exceeding Re. 1 for journeys by boat to and from the Island of Elephanta.
	Forest.	
4	Forest Guards.	
	Administration of Justice.	
5	Process-servers and bailiffs.	Bailiffs or process-servers may draw actual ferry charges.
	Police.	
*6	Police officers and men of all grades (including	Entitled to have their necessary baggage, including utensils

* No daily allowance is admissible to Railway Police Officers and men whose Headquarters are situated between Colaba and Bandra inclusive on the Bombay Baroda and Central India Railway, and Victoria Terminus and Kurla inclusive on the Great Indian Peninsula Railway for halts of over eight hours' duration at any of the places included in the above portions of the Railway lines.

No. of entry.	Designation of Government servant.	Limitations and exceptions.
	Police—contd.	
	those employed in the Criminal Intelligence Department)* below the rank of Assistant Superintendent, and Deputy Superintendent with the undermentioned exceptions :—	conveyed at Government expense when employed on escort-duty, the ordinary rate per mile for cart-hire in the districts in which the journeys are performed (and not mileage rate laid down in Rule 414) being the maximum limit allowed to be charged as actual cost.
	(*i*) Sub-Inspectors who may be allowed the concession at the discretion of Government—Entitled to draw daily allowance at the ordinary rates for all journeys on duty of more than 15 miles from their headquarters, provided that, in the case of officers attached to a police station, the place to which they travel is beyond the limits of the police station.	
	Note.—The 15 miles restriction does not apply to the Sub-Inspectors, Uran (District Kolaba) and Malir (District Karachi) when visiting Bombay and Karachi respectively on duty. They will draw halting allowances at Bombay and Karachi rates respectively for complete halts of 24 hours in Bombay and Karachi from 12 midnight to 12 midnight. The Sub-Inspector, Uran, will draw in addition steamer fare to and from Bombay.	

* Poona City and Karachi City (including Port Trust and Cantonment limits) respectively are the circles of duty of C. I. D., Presidency proper, and the Sind C. I. D.

No. of entry.	Designation of Government servant.	Limitations and exceptions.
	Police—contd.	
	(*ii*) Head Constables and Constables, who are not in receipt of permanent monthly travelling allowance may draw actual expenses for journeys by boat where this is the ordinary mode of travelling.	
	(*iii*) Government servants entered in Appendix XXII as entitled to a fixed monthly travelling allowance.	
	(*iv*) Mounted Policemen when deputed beyond their district for the purpose of receiving instruction in cavalry drill and as farriers entitled to batta at the rate of 4 annas a day for the whole period of their absence.	
	(*v*) Policemen of all ranks employed on clerical duties in the offices of Deputy Inspectors-General of Police, Superintendents, Assistant and Deputy Superintendents of Police.	
	Public Health.	
7	Government servants of the Vaccination Department below the rank of Assistant Director of Public Health.	Inspectors of Sanitation and Vaccination, the peons attached to them, and Assistant Superintendents of Vaccination receive fixed monthly travelling allowance as shown in Appendix XXII.

No. of entry.	Designation of Government servant.	Limitations and exceptions.
	Civil Works.	
8	Petty establishments expressly engaged for service in the field.	Government in case of doubt will decide whether any particular Government servant or class of Government servants comes within this term or not. Khalasis accompanying Sub-Divisional Officers and subordinates employed in the Western Nara District in Sind to Beli Thap are entitled to travelling allowance under the ordinary rules for their journeys by road.
9	Surveyors.	
10	Canal mistris.	

APPENDIX XXIX.

[*See* Rule 440]

Serial No.	Designation of Government servant.	Class of tents.
		For office.
1	Collectors and District Magistrates.	(*i*) Hill tent 12′×12′ with sywan extended to 6 feet and walled at end to give an inside measurement of 18′×12′ (for vernacular office);
	"	(*ii*) Bechoba 12′×12′ (for English office);
		(*iii*) Two raotis for peons and Police escorts.
		For office.
2	Assistant or Deputy Collectors, Superintendent of Land Records in Sind and Superintendents of Salt and Excise.	(*i*) Bechoba 12′×12′;
		(*ii*) Two raotis for peons and Police escorts.
		For office.
3	Conservator of Forests, Sind Circle, and Divisional Forest Officers in Sind.	(*i*) Hill tent 12′×12′ complete with sywan (one sywan enclosed), dhurrie, purdahs, chicks, saleeta, pegs and mallet;
		(*ii*) Raoti for peons 15′×15′.
		For office.
4	Conservators of Forests in the Presidency proper.	(*i*) Hill tent 14′×14′ with both sywans enclosed;
		(*ii*) Two raotis for peons 12′×12′.
		For office.
5	Divisional Forest Officers in the Presidency proper.	(*i*) Hill tent 13′×13′;
		(*ii*) Two raotis for peons 12′×12.

Serial No.	Designation of Government servant.	Class of tents.
		For office.
6	Sub-Divisional Forest Officers in the Presidency proper.	(*i*) Field Officer, Kabul Pal, with outer fly extended to the ground and with bathrooms; (*ii*) Raotis for peons 10′×10′.
		For office.
7	Officers in charge of working plans.	(*i*) Field Officer, Kabul Pal, with outer fly extended to the ground and with bathrooms; (*ii*) Raotis for peons 10′×10′; (*iii*) Two raotis for Surveyors 12′×12′.
		For office.
8	Deputy Director of Agriculture.	(*i*) Hill tent 14′×14′; (*ii*) Miniature Swiss Cottage tent 10′×10′; (*iii*) Double fly raotis 16′×12′; (*iv*) Necessary tent 4′×4′; (*v*) Two servants' pals 10′×10′.
		For office.
9	Assistant Registrars of Co-operative Societies, Central and Southern Divisions.	(*i*) One Miniature Swiss Cottage tent; (*ii*) 180 lbs. Field Service tent (with detachable bathrooms); (*iii*) One Raoti for servants.
		For personal use.
10	Inspector General of Police.	(*i*) One hill tent 16′×16′ with bathroom; (*ii*) Hill tent 14′×14′ with both sywans enclosed, bathroom, and dhurries: (*iii*) Two Swiss Cottage tents 12′×12′, with extra kanat and dhurrie for front verandah;

Serial No.	Designation of Government servant.	Class of tents.
		For personal use—contd.
		(*iv*) Swiss Cottage tent 12′×12′ for personal office ; (*v*) Two servants' pals 10′×10′ ; (*vi*) Necessary tent 4′×4′.
		For office establishment.
		(*vii*) Bechoba 12′×12′; (*viii*) Pal for sepoys 15′×15′.
		For personal use.
11	Deputy Inspectors General of Police (Northern and Southern Ranges).	(*i*) One 14′×14′ hill tent with sywans enclosed and dhurries for living, and bathroom ; (*ii*) One 12′×12′ Swiss Cottage with extra kanat and dhurrie for front verandah (sleeping tent) ; (*iii*) One 12′×12′ hill tent for personal office (with two enclosed sywans) ; bathroom for ditto ; (*iv*) Two servants' pals 12′×12′ ; (*v*) One necessary tent 4′×4′.
		For office.
		(*vi*) One 12′ hill tent with two open sywans ; (*vii*) One servants' pal 15′×15′ for sepoys.
		For personal use.
12	District Superintendents of Police in the Presidency proper.	(*i*) Single pole regulation tent 14′×14′ ; (*ii*) Swiss Cottage tent 12′×12′ with circular bathrooms ; (*iii*) Miniature Swiss Cottage tent 10′×10′ (office) ; (*iv*) Two servants' pals 10′×10′; (*v*) Necessary tent 4′×4′.

Serial No.	Designation of Government servant.	Class of tents.
		For office establishment.
		(*vi*) Bechoba 12′×12′;
		(*vii*) Servants' pal 15′×15′ for sepoys.
		For personal use.
13	Assistant Superintendents of Police in the Presidency proper.	(*i*) Hill tent 12′×12′ with one bathroom 6′×6′×6′ (with flat roof, living);
		(*ii*) Bechoba 12′×12′ with one bathroom 6′×6′×6′ with flat roof (sleeping);
		(*iii*) Miniature Swiss Cottage tent 10′×10′ (office);
		(*iv*) Two servants' pals 10′×10′;
		(*v*) Necessary tent 4′×4′.
		For office establishment.
		(*vi*) Bechoba 12′×12′;
		(*vii*) Servants' pal for sepoys 15′×15′.
14	Deputy Superintendents of Police in the Presidency proper.	(*i*) Bechoba 12′×12′ (office) with a bathroom 6′×6′×6′;
		(*ii*) Swiss Cottage tent 10′×10′ (living);
		(*iii*) Servants' pal 15′×15′;
		(*iv*) Necessary tent 4′×4′.
15	Deputy Inspector General of Police, Criminal Investigation Department.	(*i*) 14′ Hill tent with both sywans enclosed for office and living dhurries for sywans, 1 pair;
		(*ii*) 12′ Hill tent with one sywan (for sleeping);
		(*iii*) Bathroom for do.
		(*iv*) Necessary tent 4′×4′;
		(*v*) Two servants' pals 10′×10′.
		Office establishment.
		(*vi*) 12′ Hill tent (with two open sywans);
		(*vii*) Servants' pal for Police (15′×15′).

Serial No.	Designation of Government servant.	Class of tents.
		Office establishment—contd.
16	Deputy Superintendent of Police, Criminal Investigation Department.	(*i*) 12′ Hill tent with sywans (one enclosed); for living and office. Dhurrie for enclosed sywans; (*ii*) 12′ miniature Swiss Cottage (with two extra windows). Dhurries one pair for verandah and bathroom verandah chick or kanat; (*iii*) 4′ necessary tent; (*iv*) 10′ Servants' Pal; (*v*) 10′ Servants' Pal (for Sepoys).
		For personal use.
17	Deputy Inspector General of Police, Sind.	(*i*) Two single pole tents 16′ × 16′ with four verandahs and one bathroom each; (*ii*) Two necessary tents; (*iii*) Three servants' raotis 10′ × 10′.
		For personal office use.
		(*iv*) Single pole tent 16′ × 16′ of the Regulation pattern with 4′ verandahs and accessories.
		For office establishment.
		(*v*) Hill tent 10′ × 10′ with sywans; (*vi*) Orderly's pal 15′ × 15′.
18	District Superintendents of Police, Sind.	(*i*) Single pole tent 16′ × 16′ with 4′ verandah and one bathroom; (*ii*) Single pole tent 14′ × 14′ with 4′ verandah and one bathroom; (*iii*) Necessary tent 4′ × 4′; (*iv*) Three servants' pals 10′ × 10′.
		Office establishment.
		(*v*) Hill tent 10′ × 10′ with sywans; (*vi*) Orderly's pal 15′ × 15′.

Serial No.	Designation of Government servant.	Class of tents.
		Office establishment—contd.
19	Assistant Superintendents of Police, Sind.	(*i*) Single pole tent 14′ × 14′ with 4′ verandah and one bathroom; (*ii*) Hill tent 12′ × 12′ with sywans; (*iii*) Necessary tent 4′ × 4′; (*iv*) Two servants' pals 10′ × 10′.
		For office establishment.
		(*v*) Hill tent 10′ × 10′ with sywans; (*vi*) Orderly's pal 15′ × 15′.
20	Deputy Superintendents of Police, Sind.	(*i*) Two hill tents 12′ × 12′ with sywans; (*ii*) Necessary tent 4′ × 4′; (*iii*) Servants' pal.
		For office establishment.
		(*iv*) Hill tent 10′ × 10′ with sywans; (*v*) Orderly's pal 15′ × 15′.
21	Director of Public Health.	(*i*) Single pole tent 14′ × 14′; (*ii*) Hill or Swiss Cottage tent 12′ × 12′; (*iii*) Kabul pal 10′ × 10′; (*iv*) Servants' pal—area not to exceed 150 square feet; (*v*) Raotis for four peons—area not to exceed 150 square feet; (*vi*) Necessary tent 4′ × 4′.
		Office.
22	Educational Inspectors and Inspectresses.	(*i*) Hill tent 12′ × 12′ with bath room; (*ii*) Servants' pal 12′ × 12′.
		For personal use.
23	Resident, Kolhapur, and Political Agent, S. M. Country States.	(*i*) Single pole tent 16′ × 16′ (living). (*ii*) Hudson's raoti 14′ × 14′; (*iii*) Two servants' pals 12′ × 12′ (*iv*) Necessary tent 4′ × 4′.

Serial No.	Designation of Government servant.	Class of tents.
		For personal office use.
		(*v*) Single pole tent 16′ × 16′; (*vi*) Shamiana for Darbar 20′ × 20′.
		For office establishment.
		(*vii*) Single pole tent 16′ × 16′; (*viii*) Pal for peons 15′ × 15′.
		For personal use.
24	Political Agent, Mahi Kantha.	(*i*) Same as No. 23.
		For personal office use.
		(*ii*) Single pole tent 16′ × 16′.
		For office establishment.
		(*iii*) Single pole tent 16′ × 16′. (*iv*) Two pals for peons 12′ × 12′. (*v*) Two pals for escort 12′ × 12′.
		For personal use.
25	Assistant Political Agent, S. M. Country.	(*i*) Same as No. 24.
		For personal office use.
		(*ii*) Single pole tent 16′ × 16′.
		For office establishment.
		(*ii*) Same as No. 24.
		For personal use.
26	Assistant Political Agent, Mahi Kantha.	(*i*) Same as No. 24.
		For personal office use.
		(*ii*) Single pole tent 16′ × 16′;

Serial No.	Designation of Government servant.	Class of tents.
		For office establishment.
		(*iii*) Single pole tent, 16′ × 16′ ;
		(*iv*) Two pals for escort 12′ × 12′ ;
		(*v*) One Pal for peons 12′×12′.
27	Political Resident, Aden ..	(*i*) Two Swiss Cottage tents 16′ × 16′ for personal use and European visitors ;
		(*ii*) Two Swiss Cottage tents 12′ × 12′ ;
		(*iii*) Four tents, I. P. G. S. 160 lbs. For personal followers, peons and orderlies ;
		(*iv*) Two tents single pole I. P. Officers for personal use ;
		(*v*) One Shamiana 20′ × 20′ for use on State occasions ;
		(*vi*) Four tents I. P. sepoys No. 1 for Arab guests ;
		(*viii*) Two tents necessary 6′ × 6′.
		For office establishment.
		(*ix*) One tent E. P. private ;
		(*x*) Four N. O. double fly 80 lbs. tents ;
		(*xi*) One S. S. tent ;
		(*xii*) Two tents I. P. G. S. 80 lbs. (for guards and escort).

APPENDIX XXX.

[*See* Rule 440]

Serial No.	Designation of Government servant.	Rate of tentage allowance per month.
	Land Revenue.	Rs. a. p.
1	Collectors of Districts	30 0 0
2	Deputy Commissioner, Upper Sind Frontier	30 0 0
3	Settlement Commissioner and Director of Land Records, Inspector General of Registration and Registrar General of Births, Deaths and Marriages ..	30 0 0
4	Assistant Collectors	19 0 0
5	District Deputy Collectors and Daftardars to Collectors	11 2 0
6	Manager, Sind Encumbered Estates ..	19 0 0 or 11 2 0 according as the post is held by an Assistant or a Deputy Collector.
7	Superintendents of Land Records, Central Division, Southern Division, Northern Division and Sind ..	19 0 0 or 15 0 0 according as the post is held by an Assistant or a Deputy Collector.
8	Mukhtyarkars	5 0 0
9	Chitnises in Sind	10 0 0
	Excise.	
10	Commissioner of Excise	50 0 0
11	Superintendents of Excise in the Presidency proper, except the Superintendent of Excise in charge of Bombay Suburban Division	19 0 0

Serial No.	Designation of Government servant.	Rate of tentage allowance per month.
	Excise—contd.	Rs. a. p.
12	Superintendent of Salt and Excise in Sind	25 0 0
13	Deputy Superintendents of Salt and Excise, Upper and Lower Sind ..	11 2 0
	General Administration.	
14	Commissioners, Northern, Central and Southern Divisions	50 0 0
15	Assistant Commissioner in Sind ..	30 0 0
16	Revenue Assistant to the Commissioner in Sind	15 0 0
17	Assistant Commissioner, Central Division	15 0 0
18	Assistant Commissioner, Northern Division	15 0 0
19	Assistant Commissioner, Southern Division	15 0 0
	Political.	
20	2 District Deputy Political Agents, Mahi Kantha	11 2 0
21	2 Deputy Political Agents, Rewa Kantha	11 2 0
	Education.	
22	Educational Inspector in Sind ..	20 0 0
23	Educational Inspector, Bombay Division and Central Division	11 2 0
24	Educational Inspector, Northern Division	11 2 0
25	Educational Inspector, Southern Division	11 2 0
	Public Health.	
26	Assistant Directors of Public Health ..	20 0 0
	Agriculture, etc.	
27	Director of Agriculture	30 0 0

Serial No.	Designation of Government servant.	Rate of tentage allowance per month.
	Agriculture, etc.—contd.	Rs. a. p.
28	Registrar of Co-operative Societies ..	25 0 0
29	Superintendent, Civil Veterinary Department, Bombay Presidency ..	25 0 0
	Lloyd Barrage and Canals Construction.	
30	Revenue Officer, Lloyd Barrage and Canals Construction	30 0 0
31	Assistant Revenue Officer, Lloyd Barrage and Canals Construction ..	Such allowance as may be admissible according to the grade of the officer.
32	Inspecting Land Acquisition Deputy Collector, Lloyd Barrage and Canals Construction	15 0 0
33	Land Acquisition Survey Officer, Lloyd Barrage and Canals Construction ..	10 0 0
34	Chitnis to the Revenue Officer, Lloyd Barrage and Canals Construction ..	10 0 0
35	Land Acquisition Mukhtyarkars, Lloyd Barrage and Canals Construction ..	5 0 0
	Miscellaneous.	
36	Water Diviner to Government ..	30 0 0

APPENDIX XXXI.

[*See* Rule 442]

List of Government servants and establishments to whom the provisions of Rule 442 (2) have been extended.

1. The Commissioner in Sind and his covenanted and Native Assistants.

2. The Divisional Commissioners, their Assistants and Establishments.

3. Manager, Encumbered Estates in Sind.
4. The Superintendents of Land Records.
5. The Mamlatdars deputed to audit jamabandi accounts.
6. The Commissioner of Excise.

7. All Superintendents of Excise, except the Superintendent of Excise, Bombay Suburban Division, and the Superintendent of Salt and Excise, Sind.

8. The Conservators of Forests, Northern, Central and Southern Circles, and the Conservator of Forests, Sind Circle.

9. The Divisional Forest Officers in charge of Working Plans.

10. The Divisional Forest Officer, Dharwar-Bijapur, and his establishment.

11. The Divisional Forest Officer and Sub-Divisional Forest Officer, Poona, and the Forest Surveyors, Poona Division.

12. The Sheristedars attached to the Divisional Forest Officers, Working Plans, Northern and Central Circles.

13. The Range Forest Officer, Chikhli Range, in the Surat Division.
14. Establishment of Forest Working Plans Divisions.
15. The Inspectors of Sanitation and Vaccination.
16. Assistant Superintendents of Vaccination in Kathiawar.
17. The Educational Inspectors.
18. The Assistant Political Agent, Southern Maratha Country States.

19. A Police Inspector who may be appointed in charge of the Detective branch.

20. The Criminal Tribes Settlement Officer and his establishment.
21. Surveyors and Tapedars, Lloyd Barrage and Canals Construction.
22. Inspecting Land Acquisition Deputy Collector, Lloyd Barrage and Canals Construction.

23. Assistant Revenue Officer, Lloyd Barrage and Canals Construction.

24. The Revenue Officer, his Chitnis and the Survey Officer, Barrage.

APPENDIX XXXII.

[*See* Rule 449]

(*a*) The following Government servants and their establishments are exempted from the operation of Rule 449 unconditionally :—

1. Junior Civilians and Probationary Deputy Collectors attending the Survey and Agricultural class at Poona for training.
2. The Surveyor in charge of the survey party of Head Munshis and Graduates in Sind, and all Government servants attending survey training courses held outside the stations where they are quartered, on the understanding that men who fail to pass the examination held after the training course are not to be allowed the concession when attending a second course.
3. Shroffs accompanying remittances, provided that the Currency Officer or the Mint Master certifies that the detention for more than 10 days was necessary and unavoidable.
4. Local Auditors on the staff of the Examiner of Local Fund Accounts.
5. (*a*) The District and Sessions Judge, Broach and Panch Mahals, in respect of halts for civil work and sessions work at Godhra.

   (*b*) Sessions Judges of Dharwar, Kanara and Thana in respect of halts for sessions work at the places specified opposite their respective designations as follows :—

Sessions Judge, Dharwar	..	Hubli.
Sessions Judge, Kanara ..	..	Sirsi and Halyal.
Sessions Judge, Thana ..	..	Alibag.

6. Inspectors of Steam Boilers and Prime Movers.
7. The Auditor, Purchase and Sale, the Special Auditors, Co-operative Societies, and the establishments under them.
8. Menial servants in all Departments.

Note.—Book-binders, if inferior servants, are included within this category.

9. All Mamlatdars' karkuns including the Magisterial karkuns, draw daily allowance for the first 120 days of absence from headquarters in each financial year. For halts after the first 120 days, the limitation in Rule 449 applies.
10. All Medical officers and subordinates deputed to attend the training classes in Clinical Bacteriology and technique at Kasauli for the whole period of the duration of the classes.
11. Such Assistant Directors of Public Health as may be deputed to attend the Malaria Class held annually under the direction of the Malaria Survey of India may be allowed to draw daily allowance during the period of their attendance.

12. The Government servants and establishments enumerated below are entitled to halting allowances at full daily rates for the first month and at half rates for the second and third months of the period of transfer, deputation, or annual visit to headquarters station (including the headquarters of Assistant Collectors), after which the allowance ceases. The period of three months does not include a vacation. The allowance will not also be granted for the Christmas and Easter holidays, if no special duty is performed during the holidays, unless the special duties are continued after the holidays :—

(*i*) Sub-Judges and their establishments temporarily transferred to the headquarters or to the interior of the district ;

(*ii*) Clerks and bailiffs from Sub-Judges' Courts deputed to destroy old records of the District Court, provided that a change of station is involved ;

(*iii*) Taluka karkuns and their peons deputed for comparison of the taluka and Huzur accounts ;

(*iv*) Supervising Tapedars and Tapedars deputed in Sind for comparison of Jamabandi papers ;

(*v*) Circle Inspectors and approved candidates for posts of Circle Inspectors, leaving their jurisdictions to visit District headquarters for instruction in surveying ;

(*vi*) Peons accompanying Circle Inspectors for the annual instruction in surveying ;

(*vii*) Circle Inspectors when proceeding outside their jurisdiction for instructing village accountants in survey, the Circle Inspectors being permitted to retain permanent travelling allowance while on instruction duty.

(*viii*) Sub-Registrars and karkuns in the Registration Department.

Note.—The allowance at the rates mentioned in the above entry is admissible at each station to which Subordinate Judges and their establishments may be temporarily transferred.

13. The clerk in the office of the Superintendent of Matheran, who accompanies the Superintendent on duty to another station during the monsoon, is entitled to halting allowance at full daily rate for the first month and at half rate for the second and third months of the period of absence on duty from Matheran, after which the allowance ceases.

14. Forest Engineers and the establishment employed under them.

15. Clerks required to accompany Commissioners of Divisions to Mahableshwar on duty.

16. Medical Officers including those of the Subordinate Medical Service, deputed to Dehra Dun for the X-Ray classes, for the whole period of duration of these classes.

17. One Inspector, three Sub-Inspectors and six amaldars of the Excise Department deputed annually to supervise Hemp Drugs operations in certain villages of the Ahmednagar District for the whole period of their deputation.
18. All City Maintenance Surveyors who have more than one City Survey in their charge.
19. Commissioners, including the Settlement Commissioner, while attending conferences at Mahableshwar or Poona under the orders contained in Government Resolution, Revenue Department, No. 12236 dated 17th December 1909, should be considered as required to attend on duty, but exempt by general order of Government from the ten days' limit.

(*b*) The following Government servants and their establishments are exempted from the operation of Rule 449 on the understanding that camp equipage is maintained :—

1. Establishments (including peons) of Divisional Commissioners and office establishments (other than peons and menial servants) of the Commissioner of Excise. (Subject to the production of a certificate to the effect prescribed in Rule 467 (*c*) as regards periods of halt exceeding 10 days).
2. Permanent Surveyors of the field parties attached to the offices of the Superintendents of Land Records, Northern, Central and Southern Divisions, subject to the conditions mentioned in clauses (*a*) and (*b*) of Rule 449, and to the further condition that the full daily allowance admissible to them does not exceed the extra expenditure which they may have to incur by reason of the prolonged halt.
3. The Circle Inspectors entertained for the work of partition of estates under Civil Courts decrees subject to the conditions mentioned in clauses (*a*) and (*b*) of Rule 449. They may draw full daily allowance after the first 10 days' halt at one place subject to the condition that it does not exceed the extra expenditure which they will have to incur by reason of the prolonged halt.
4. The Nimtandars employed on pot-hissa phalni work subject to the conditions mentioned in clauses (*a*) and (*b*) of Rule 449, and to the further condition that the full daily allowance admissible to them does not exceed the extra expenditure which they may have incurred by reason of the prolonged halt.
5. Deputy Superintendents of Land Records, Northern, Central and Southern Divisions, and their establishments, subject to the conditions mentioned in clauses (*a*) and (*b*) of Rule 449 and to the further conditions that the prolonged halt does not exceed one month in each case and that the full daily allowance admissible does not exceed the extra expenditure which they may have to incur by reason of the prolonged halt.

6. Government servants of the Forest Department (including the Chief Conservator of Forests and their establishments).
7. The Executive Engineer, Assistant Engineer or Sub-Divisional Officer, in the Persian Gulf Division, for the period of his employment in the Gulf on condition that camp equipage is maintained, or, in its absence, extra expenditure is incurred by him after the first ten days of halt.
8. A Police officer or any other Government servant attending a fair, durbar or agricultural exhibition, when the Magistrate of the district certifies that his presence was necessary.

Note.—Police Constables of the Khandesh District are not allowed travelling allowance under this rule for halts of more than 10 days, when detached for duty at the Maheji and other fairs in that district.

9. Establishments of Political officers in cases in which the controlling officer certifies that the expenses (for locomotion only) incurred by a Government servant are greater than the whole allowance for the journey in the course of which the halt occurs. This exemption does not extend to the establishment of a Collector, who is also Political Agent of a small Indian State.
10. The Inspectress of Girls' Schools in Sind during halts not exceeding 30 days.
11. Clerks accompanying the Educational Inspectors and Inspectresses on their tours of inspection on the understanding that prolonged halts are necessary in the interests of the public service and that such halts entail extra expense on them after the first 10 days.
12. Government servants in charge of the excursion party, Sir J. J. School of Art, subject to the production of a certificate from the Director of Public Instruction on each occasion that the conditions laid down in clauses (*a*) and (*b*) of Rule 449 have been fulfilled.
13. Government servants in Sind and their establishments subject to the production of a certificate similar to that mentioned in Rule 467 (*c*).
14. Upper Subordinates and Lower Subordinates in the Archæological Department up to a limit of 30 days in each case subject to the conditions mentioned in clauses (*a*) and (*b*) of Rule 449.
15. The Surveyor appointed for the City Survey Offices at Anand and Borsad in the Kaira District for the period of his visit to Anand periodically and at clearly fixed intervals, subject to the condition that the full daily allowance admissible to him does not exceed the extra expenditure which he may have incurred by reason of the prolonged halt.
16. The Surveyor appointed for the maintenance of the City Survey records of Kalyan and Bhiwandi talukas and his peon for the period of their halt at Bhiwandi.

APPENDIX XXXIII.

[*See* Rule, *461*]

Maximum scales prescribed under, and officers entitled to the benefits of, Rule 461.

(*a*) *A carriage and two horses or one motor car (including two syces or one chauffeur), four servants and 50 maunds of personal luggage—*

1. The Settlement Commissioner and Director of Land Records.
2. The Chief Conservator of Forests, Bombay Presidency.
3. The Forest Engineer, Bombay Presidency.
4. The Director of Agriculture.
5. The Registrar of Co-operative Societies.
6. The Superintendents, Civil Veterinary Department, Bombay Presidency.
7. The Director of Public Instruction.
8. The Director of Public Health.
9. The Surgeon General with the Government of Bombay.
10. The Inspector General of Police.
11. The Inspector General of Prisons.
12. The Judicial Commissioner of Sind.
13. The Deputy Director of Agriculture, Sind.
14. The Assistant Registrar of Co-operative Societies, Sind.
15. The Superintendent, Civil Veterinary Department, Sind.
16. The Deputy Superintendent, Civil Veterinary Department, Bombay Presidency.
17. The Superintendent of Salt and Excise, Sind.
18. The Chief Engineer in Sind.
19. The Chief Engineer, Lloyd Barrage and Canals Construction.
20. The Deputy Inspector General of Police for Sind.

(*b*) *Three servants and 50 maunds of personal luggage—*

1. The Agricultural Engineer, Poona.
2. The Director of Industries.
3. The Deputy Director of Agriculture, Animal Breeding.
4. The Inspector of Science Teaching.
5. The Inspector of Training Schools.
6. The Inspector of Drawing and Craft Work, Bombay Presidency.
7. The Inspector of European Schools.
8. The Sanitary Engineer to Government.
9. The Works Manager, Dapuri.
10. The Electrical Engineer to Government.
11. The Executive Engineer, In Charge Boring Works.
12. The Chief Engineer, Roads and Buildings.
13. The Chief Engineer for Irrigation.

APPENDIX XXXIV.

[*See* Rule 462]

List showing the number of horses and bicycles and the amount of camp equipment that may be conveyed at Government expense.

Designation of Officer.	Camp equipment.	Horses.	Bicycles.
Deputy Inspectors General of Police ..	Maunds 40 (exclusive of tents).	2	1
Assistant Director of Public Health ..	Maunds 40 (in the Presidency proper), 50 (in Sind).	1	1
Deputy Directors of Agriculture ..	20	1	1 (An additional horse in lieu of the bicycle may be taken by the Deputy Director of Agriculture in Sind).
Agricultural Organizers	...	...	1
Assistant Registrars of Co-operative Societies.	20	1	1
The Personal Assistant to the Registrar of Co-operative Societies.			
Auditors, Agricultural Organizers, and other officers in the Co-operative Department.	...	1	1
Inspector of Factories	..	...	1
Members of the Sanitary Board ..	35	2	.....
Superintending Engineers ..	35	2	2
Executive Engineers	25	2	2
Assistant Executive Engineers ..	20	1	1
Assistant Engineers ..	15	1	1
Upper Subordinates of the P. W. D. ..	15	1	1
Sub-overseers	5	*Nil.*	1
Clerks, P. W. D.	..	..	1

Note.—1. Where one or more horses are allowed according to the above table, one motor-car may be carried instead of all the horses.

2. An Additional bicycle may be carried in lieu of one of the horses shown in the above table, provided the total number of bicycles does not exceed two, and the cost does not exceed what is admissible under the table.

3. In the case of the Gazetted Officers one bicycle may be a motor-cycle, with or without side-car.

4. In no case should a Government servant be allowed to charge for more than two camels or horses or one motor-car.

APPENDIX XXXV.

[*See* Rule 465]

Special rules regarding the grant of conveyance hire.

1. Appraisers of the Karachi Customs House are entitled to actual conveyance charges, subject to the maximum of Rs. 1-8-0 per trip, for their journeys to the Karachi Post Office to examine and assess the duty on articles received from foreign ports by post.

2. The following Government servants are allowed actual travelling expenses not exceeding Re. 1 for journeys by boat to and from the Island of Elephanta :—

Karkuns of the Uran Taluka; the talati of Shve Saza in the Uran Mahal of the Panvel Taluka; and the Revenue and Police patil of the Island of Elephanta in the Uran Petha in the Panvel Taluka of the Kolaba district.

3. Surveyors in charge of the survey classes at Poona and Belgaum are entitled to actual conveyance hire subject to a maximum of 8 annas a day.

4. The two forest guards in charge of the Uran sub-range of the Panvel taluka are entitled to an allowance of Re. 1 a month each for journeys by boat to and from the Island of Elephanta on duty.

5. Clerks of the office of the Inspector General of Prisons, when detailed to inspect the offices of the Yeravda Central Prison and the printing press attached to it, are entitled to draw actual conveyance charges for their journeys from Poona City to Yeravda and back.

6. Clerks on the establishment of the Collector of Poona, when detailed to inspect the office of the Cantonment Magistrate, Kirkee, may draw actual conveyance charges for their journeys from Poona City to Kirkee and back.

7. A clerk on the establishment of the Surgeon General with the Government of Bombay when accompanying the Surgeon General on inspection duty at the Central Mental Hospital, Yeravda, may draw a sum equal to actual conveyance charges for his journey from Poona City to Yeravda and back.

8. Head constables and constables travelling on duty between Uran and Elephanta, and between Uran and Hog Island, are entitled to actual travelling expenses by boat subject to a maximum of Re. 1 for head constables and of 8 annas for constables.

9. A subordinate officer of the Bombay City Police draws actual conveyance hire when travelling on duty within a short distance of

headquarters in the following cases, provided always that whenever practicable the tramway cars shall be used and not hack carriages :—

(*a*) To any Court and back to quarters, when attending the Court on duty, or to give evidence provided the quarters are not near to the Court ;

(*b*) When directed by the Court to serve any immediate process ;

(*c*) When directed to bring a witness who is immediately required in Court ;

(*d*) When taking to and from Court a prosecutor, prisoner, or witness who is unable, from illness, injuries, or any other good cause, to walk to and from the Court, and who has no money ;

(*e*) When proceeding to ships in harbour by the direction of a Magistrate and for serving processes of the Court in Marine cases, whenever such expenses are not recoverable from the parties concerned. In this case boat hire may also be sanctioned when necessary ;

(*f*) When bringing European or any other prisoners, whom it may not be safe to lead along the public streets, from jail, etc., and taking them back ;

(*g*) When required to go on duties which the Commissioner of Police may certify to be emergent ;

(*h*) In the case of heinous offences or other crimes which, in accordance with standing police rules, have to be investigated on the spot by European officers or detectives ;

(*i*) When searching for or pursuing escaped criminals ;

(*j*) When employed upon special duty, in connection with the Mohurrum, or to preserve order at any place of public resort, worship, entertainment or public gathering, provided that the distance exceeds one mile and the Commissioner certifies that the charge is necessary ;

(*k*) In the case of European members of the Police Force, not drawing permanent horse or conveyance allowance, to and from their headquarters when employed on any of the duties mentioned in the preceding rules or when required to attend the Commissioner's office, provided the Commissioner certifies that the charge is necessary ;

(*l*) The following subordinate officers of the Bombay City Police may charge the actual cost of moving their luggage on transfer from one station to another within the City, subject to the following maximum rates :—

	Bombay Rs.	a.
Inspector (whether European or Indian) ..	20	0
Deputy Inspector (whether European or Indian)	15	0
Sergeant	12	0
Sub-Inspector	12	0

10. Inspectors and Sub-Inspectors of the Central Police Training School are entitled to a daily allowance of Re. 1 and annas 8 respectively, when actually away from the school on practical work.

11. The Chaplains of the Churches of England and Scotland in Bombay other than Cathedral Chaplains are entitled, for attending funeral services at the Sewri Cemetery, to the carriage hire actually paid by them, whatever the conveyance may be, subject to the condition that it should be limited to the daily allowance admissible to them under the ordinary rules or to that admissible under special orders issued by Government from time to time. Cathedral Chaplains taking funerals to the Sewri Cemetery may draw their actual expenses for the journey to Sewri and back subject to a limit of Rs. 10 per funeral.

12. The Director of Public Instruction is entitled to the actual conveyance hire, up to a maximum of Rs. 3 per diem, incurred by him while on duty in the City of Bombay, in addition to any other travelling allowance due in respect of the halt there.

13. The Deputy or the Assistant Director of Public Instruction and the Superintendents in the office of the Director of Public Instruction are entitled to actual conveyance hire up to a maximum of Rs. 3 a day while on duty in the City of Bombay in addition to any other travelling allowance due in respect of the halt there.

14. The Surgeon General with the Government of Bombay may draw a sum equal to actual conveyance hire, not exceeding Rs. 3 per diem, incurred by him while on duty in the City of Bombay, in addition to any other travelling allowance admissible in respect of halts there.

15. The Inspector of European Schools and the Inspector of Science Teaching, Bombay Presidency, are entitled to actual conveyance hire not exceeding Rs. 3 a day for the period during which they are engaged on inspection duty in the City of Bombay, in addition to any other travelling allowance due in respect of the halt there.

16-A. The Inspectress of Girls' Schools, Central Division and Bombay Division, is allowed actual conveyance expenses not exceeding Rs. 3 per diem for inspection duty in the City of Bombay. The allowance may be drawn in addition to her conveyance allowance.

17. The Educational Inspector, Bombay Division, is allowed actual conveyance expenses not exceeding Rs. 3 per diem for inspection duty in the city of Bombay. The allowance can be drawn in addition to his permanent travelling allowance.

18. The Deputy Educational Inspectors at Ahmedabad, Surat, Karachi and Poona and each of their assistants are entitled to a carriage allowance of Rs. 70 per annum for the journeys performed by them in connection with the inspection of municipal and aided schools located in their respective cities.

19. The Inspector of Drawing and Craft-work, Bombay Presidency, and a Government servant in the subordinate Educational Service

officiating as Inspector of Drawing and Craft-work are entitled to the actual conveyance hire, up to a maximum of Rs. 3 and Rs. 2 per diem respectively, for inspection work in Bombay.

20. Clerks under the following officers are entitled to the actual expenses incurred by them on the hire of conveyance subject to a maximum of 12 annas each per diem when deputed to perform duty in the City of Bombay, in addition to any other travelling allowance due in respect of the halt there :—

The Director of Public Instruction,
The Educational Inspector, Bombay Division,
The Inspector of Science Teaching, Bombay Presidency,
The Inspector of European Schools, Bombay Presidency,
The Inspectress of Urdu Girls ' Schools, Central Division,
The Inspectress of Girls' Schools, Bombay and Northern Division,
The Deputy Educational Inspectors for Urdu Schools, Bombay Division.
The Inspector of Drawing and Craft work, Bombay Presidency,
The Deputy Educational Inspector for Visual Instruction, Bombay Presidency.
The Inspectress of Girls' Schools, Central Division and Bombay Division.

21. Clerks under the Surgeon General with the Government of Bombay may draw a sum equal to the actual expenses incurred by them for the hire of conveyance, subject to a maximum of 12 annas each per diem, on the days on which they accompany that officer on duty in the City of Bombay, in addition to any other travelling allowance admissible in respect of halts there.

22. The Auditor in the office of the Director of Agriculture at Poona, is entitled to actual conveyance hire for journeys within five miles of his headquarters.

23. The Inspector of Steam Boilers stationed permanently in Sind is allowed actual conveyance expenses for inspecting boilers in the Town of Karachi.

24. Officers of the Co-operative Department whose headquarters are at Bombay are allowed to draw actual conveyance hire when travelling on duty within the limits of Bombay City subject to the maximum of Rs. 3 per diem, provided that, whenever practicable, trains and tramway cars should be used in preference to hackney carriages.

25. Actual conveyance hire subject to a maximum of Rs. 3 per trip may be drawn by the Chaplain of Steamer Point, Aden, or his clerk for journeys made on duty to Maala cemetery and back.

26. The third class Magistrate, subordinate to the City Sub-divisional Magistrate of Ahmedabad, who is also the railway Magistrate is allowed actual conveyance hire whenever he is required to hold inquests on accidents occurring in the railway limits.

27. The Inspecting staff, consisting of a reader and two clerks, of the office of the District Superintendent of Police, Poona, are allowed to draw

conveyance charges for going and returning on inspection duty from their office to the Police Station office at Kirkee and to the headquarters of the Sub-Inspector of Police.

28. The House Surgeon and the Bombay and Subordinate Medical Service Officers at the Gokuldas Tejpal Hospital are allowed actual conveyance hire whenever they are required to attend the Coroner's Court.

29. The Head Clerk or the Sheristedar accompanying the City Magistrate, Poona, to record depositions in criminal cases against convicts in the Yeravda Jail is entitled to draw actual conveyance charges for his journeys from Poona to Yeravda and back.

30. The Commissioner for Workmen's Compensation, Bombay, is allowed actual conveyance charges for each of his visits in and around Bombay in connection with his duties relating to settlement of disputes arising from the working of the Workmen's Compensation Act, subject to a maximum limit of Rs. 10 per each visit.

31. A clerk of the Aden Residency office is allowed to draw the actual cost of hiring a conveyance, subject to a maximum of Rs. 5 once a month, for his journey to and from the Treasury office for the purpose of bringing the pay of the Residency Staff.

APPENDIX XXXVI.

[*See* Rules 468 to 470]

List of charges for the provision of special trains of high officials of Government and for the haulage of carriages reserved for their use when travelling on duty by railway.

1. When high officials of Government mentioned in the schedule below travel on duty by railway, the rates therein given for special trains and for the haulage by ordinary trains of carriages reserved for them are payable on all railways in India, except on His Exalted Highness the Nizam's Guaranteed State Railway, the Darjeeling-Himalayan Railway, the Nilgiri Railway and the Kalka-Simla Railway :—

Schedule.

I. For special trains for high officials of Government authorised to travel by such trains—

(*i*) The haulage charges to be—

(*a*) On railways of the standard (5′ 6″) gauge*†—

	Rs.	a.	p.	
For a special train of not more than ten 4-wheeled or 6-wheeled coaching vehicles, including two brake-vans to be used for luggage	5	0	0	per mile.
Minimum total charge for a journey	250	0	0	
For an additional engine ..	3	0	0	per mile.

For additional vehicles in excess of ten 4-wheeled or 6-wheeled vehicles :—

Vehicles.	Carriages specially built or provided by the State for high officials.	Railway-owned stock.
	Per mile.	Per mile.
	Rs. a. p.	Rs. a. p.
Per vehicle other than a bogie	0 6 0	0 12 0
Per bogie vehicle, including dining cars ..	0 12 0	1 8 0

* Double these charges, except the minimum charge of Rs. 250, are leviable on the Ambala-Kalka Section of the Delhi-Ambala-Kalka Railway.

† One and a half times these charges are leviable on the Hardwar-Dehra Railway.

(*b*) On railways of other gauges* :—

	Rs.	a.	p.	
For a special train of not more than ten 4-wheeled coaching vehicles, including two brake-vans to be used for luggage	4	0	0	per mile.
Minimum total charge for a journey.	200	0	0	
For an additional engine ..	3	0	0	per mile.

For additional vehicles in excess of ten 4-wheeled vehicles :—

Vehicles.	Carriages specially built or provided by the State for high officials.	Railway-owned stock.
	Per mile.	Per mile.
	Rs. a. p.	Rs. a. p.
Per 4-wheeled vehicle	0 4 0	0 8 0
Per 6-wheeled vehicle	0 6 0	0 12 0
Per bogie vehicle, including dining cars ..	0 8 0	1 0 0

Note (*1*).—All such special trains are counted as loaded throughout their run for purposes of charge, except Viceregal specials which, when running empty, are charged at half the rates in clause I (*i*).

Note (*2*).—The minimum charge of Rs. 250 for broad gauge and Rs. 200 for other gauges referred to in I (*a*) and (*b*) above applies to the total distance travelled on each gauge.

(*ii*) Each bogie to count in calculating the loads as two vehicles.

(*iii*) The above charges to be inclusive of all fares and luggage charges and all charges not specially provided for in this schedule.

(*iv*) Demurrage charges for detentions and stoppages *en route* when not necessary for railway purposes and not provided for in the original time table† to be levied at the following rates :—

(*a*) On railways of the standard (5′ 6″) gauge—

	Per hour or fraction of an hour. Rs. a. p.
For each vehicle not the property of the State	0 8 0
For each engine kept in steam	10 0 0

* Double these charges are leviable on the Lashio Branch and on the Southern Shan States Railway.

† Clause I (*iv*) above is intended to mean that demurrage is not to be charged for detentions to special trains which are provided for in the time table which is based on the tour programme of the high official using the train.

	Per hour or fraction of an hour.
	Rs. a. p.
(*b*) On railways of other gauges—	
For each vehicle not the property of the State..	0 4 0
For each engine kept in steam	8 0 0

II. For haulage by ordinary trains of carriages reserved for high officials of Government for whose use special reserved carriages have been provided :—

(*i*) The haulage charges to be—

*(*a*) On railways of the standard (5′ 6″) gauge—

For vehicles other than bogies	loaded—6 annas empty—3 „	Per vehicle per mile.
For vehicles running on bogies	loaded—12 annas empty—6 „	

†(*b*) On railways of other gauges—

For 4-wheeled vehicles	loaded—4 annas empty—2 „	Per vehicle per mile.
For 6-wheeled vehicles	loaded—6 annas empty—3 „	
For vehicles running on bogies	loaded—8 annas empty—4 „	

Note.—These charges are to cover the conveyance of servants travelling in the servants' compartment of the reserved carriage and, in the absence of any special provision on the subject, 6 maunds of luggage when carried in the luggage van and all charges, not specially provided for in this schedule.

(*ii*) Vehicles requisitioned from the railway stock by high officials of Government for haulage by ordinary trains in addition to any special carriages built and provided for their use to be charged for at ordinary tariff rates.

(*iii*) Demurrage charges at tariff rates will be levied in respect of the detention and stoppage *en route* of any vehicle (other than vehicles which have been expressly constructed for high officials of Government or for His Excellency the Viceroy) when reserved for high officials of Government travelling by ordinary train. In support of such charges, the railway administration must submit a written order signed by the official concerned, or by one of his staff officers, ordering such detention or stoppage.

* Double these charges are leviable on the Ambala-Kalka Section of the Delhi-Ambala-Kalka Railway and one and a half times on the Hardwar-Dehra Railway.

† Double these charges are leviable on the Lashio Branch and on the Southern Shan States Railway.

III. Except in the case of requisition issued by the Military Secretary to His Excellency the Viceroy, who will continue to use the form at present in use by him, the form of requisition printed at paragraph VII should take the place of those hitherto used by High Officials of Government when requisitioning for accommodation whether by special or by ordinary trains under the rules and orders in force from time to time.

IV. A Railway Administration is entitled to retain the fares paid by officers for the carriage of other persons travelling with them in their reserved carriages, in addition to the haulage charges prescribed under the rules.

V. For the haulage of empty vehicles a certificate of the Traffic Manager or Traffic Superintendent of the Railway will be a sufficient voucher for such charges.

VI. Brake-vans attached to special trains for high officials of Government, travelling on duty by railway, when not entirely used for the luggage of the High official concerned, should be allowed free of charge.

VII. The form that should be used for distinguished visitors when travelling by railway is given below :—

RAILWAY ORDER.

To

The Traffic Manager,_____

Railway_____ _____Station.

Please supply railway accommodation, according to the details below, on account of_____

From_____ _____Station

to_____ _____Station.

Date_____19,

Secretary to the
Government of India,
Foreign Department.

No.

Saloon or officers' carriage.
1st class carriage ..
1st class compartment ..
2nd class carriage ..

RAILWAY ORDER.

To

The Traffic Manager,_____

Railway_____Station.

Please supply railway accommodation, according to the details below, on account of _____

From_____ _____ Station

to_____ _____Station.

Date_____ 19 .

Secretary to the
Government of India,
Foreign Department.

No.

Saloon or officers' carriage.
1st class carriage ..
1st class compartment ..
2nd class carriage ..

2nd class compartment ..
Extra luggage not carried in the above, Mds.———, seers_____,
3rd class accommodation for_____ __servants.

Certificate.

Dated_____ 19

2nd class compartment ..
Extra luggage not carried.. in the above, Mds.———, seers_____,
3rd class accommodation for_ _____servants.

Certified that conveyance as above has been provided on this order.

(Signature of party for whom the accommodation is provided).

Dated _____19

This order, together with a bill for the cost of the journey, should be submitted by the Auditor or Examiner of Accounts of the Railway on which the journey is commenced to the Civil Accountant-General with whom he is in account for payment.

APPENDIX XXXVII.

[*See* Rule 473]

Name of Constituency.	Headquarters of Constituency.
Bombay City (North)	Bombay City.
Bombay City (South)	
Karachi City	.. Karachi.
Ahmedabad City	.. Ahmedabad.
Surat City	.. Surat.
Sholapur City	.. Sholapur.
Poona City	.. Poona.
Ahmedabad District	.. Ahmedabad.
Broach District	.. Broach.
Kaira District	.. Kaira.
Panch Mahals District	.. Godhra.
Surat District	.. Surat.
Thana District	.. Thana.
Ahmednagar District	.. Ahmednagar.
East Khandesh District	.. Jalgaon.
Nasik District	.. Nasik.
Poona District	.. Poona.
Satara District	.. Satara.
Belgaum District	.. Belgaum.
Bijapur District	.. Bijapur.
Dharwar District	.. Dharwar.
Kanara District	.. Karwar.
Ratnagiri District	.. Ratnagiri.
Eastern Sind	.. Hyderabad.
Western Sind	.. Larkana.
Sholapur District	.. Sholapur.
Kolaba District	.. Alibag.
West Khandesh District	.. Dhulia.
Bombay City (Muhammadan) ..	.. Bombay City.
Karachi City (Muhammadan) ..	.. Karachi
hmedabad and Surat Cities (Muhammadan)	.. Ahmedabad.
Poona and Sholapur Cities (Muhammadan)	.. Sholapur.
The Northern Division (Muhammadan) ..	.. Ahmedabad.
The Central Division (Muhammadan) ..	.. Poona.
The Southern Division (Muhammadan) ..	.. Belgaum.
Hyderabad District (Muhammadan) ..	.. Hyderabad.
Karachi District (Muhammadan) ..	.. Karachi.
Larkana District (Muhammadan) ..	.. Larkana.
Sukkur District (Muhammadan) ..	.. Sukkur
Thar Parkar (Muhammadan)	.. Mirpurkhas.
Nawabshah District (Muhammadan) ..	.. Nawabshah.

Name of Constituency.	Headquarters of Constituency.
Upper Sind Frontier District (Muhammadan)	.. Jacobabad.
Bombay City (European)	.. Bombay City.
Presidency (European)	.. Bombay City.
Deccan Sardars and Inamdars ..	.. Satara.
Gujarat Sardars and Inamdars ..	.. Ahmedabad.
Jagirdars and Zamindars (Sind) ..	.. Hyderabad.
Bombay University	.. Bombay City.
Bombay Chamber of Commerce ..	.. Bombay City.
Karachi Chamber of Commerce ..	.. Karachi.
Bombay Trades' Association ..	.. Bombay City.
Bombay Millowners' Association ..	.. Bombay City.
Ahmedabad Millowners' Association ..	.. Ahmedabad.
Indian Merchants' Chamber and Bureau ..	.. Bombay City.

APPENDIX XXXVIII.

[*See* Rule 490]

Scale of tents prescribed by Government for the purpose of clause (c) *of Rule 490.*

Designation of Government servant.	Maximum weight of tents to be carried free of charge.
	Maunds.
The Commissioner in Sind. The Commissioners of Divisions. The Commissioner of Excise. The Chief Engineer.	50
The Settlement Commissioner and Director of Land Records. The Director of Agriculture. Collectors of Districts including the Deputy Commissioner, Upper Sind Frontier. Conservators of Forests. The Superintendent, Civil Veterinary Department (after 12 years' service). Superintending Engineers of Divisions. Executive Engineers.	45
Assistant Collectors. Divisional Forest Officers. The Registrar, Co-operative Societies. Superintendents of Land Records. The Superintendent, Civil Veterinary Department (up to 12 years' service). Civil Surgeons. Assistant Directors of Public Health. Educational Inspectors. Assistant Executive Engineers.	35
Deputy Collectors. Assistant Conservators of Forests. Extra Assistant Conservators of Forests.	30
Assistant Commissioners in N. D., C. D., S. D., and in Sind. Superintendent of Salt and Excise. Military Assistant Surgeons and Bombay Medical Service Officers. Assistant Engineers (Provincial) and Upper subordinates of the P. W. D. in receipt of pay exceeding Rs. 200.	30

Designation of Government servant.	Maximum weight of tents to be carried free of charge.
	Maunds.
Mamlatdars, Rangers. Upper subordinates of the P. W. D. in receipt of pay not exceeding Rs. 200.	15
Excise Inspectors and Assistant Inspectors with independent charges.	15

Notes.—1. A Government servant on transfer between a lower and higher appointment should be allowed the benefit of higher scale.

2. Any of the above officers on transfer to or from a post, from which he is liable to revert to any of the posts given above, is entitled to the concession.

APPENDIX XXXIX.

[*See* Rule 509]

List of Government servants who are required to go to a hill station on duty.

1. The Commissioner, Central Division, is required to reside at Mahableshwar for six weeks of the period during which Government are assembled at that place.

2. The Surgeon-General with the Government of Bombay is required to reside at Mahableshwar during the hot season. He will be granted only the mileage allowance for the journey.

3. The Collector of Kolaba and his establishment are required to reside at Matheran for six weeks in the year.

APPENDIX XL.

[*See* Rule 510]

List of Government servants who are permitted to go to a hill station on duty.

1. Heads of Departments are permitted to accompany Government to hill stations provided they do so at their own expense.

2. The Collector of Satara is permitted to reside at Mahableshwar during the months of April and May for a total period not exceeding six weeks.

3. The Commissioner, Northern Division, is permitted to visit Matheran and to grant similar permission to such officers serving under him in the Northern Division as had enjoyed the privilege before the Karjat Taluka was transferred from Thana to Kolaba District.

4. The Assistant Director of Public Health, Sind Registration District, is permitted to enjoy a short recess in the hills during the hot weather. If during this recess he is required to proceed on duty to another station, he may be granted at the discretion of Government travelling allowance for the journey to that station and back.

5. The Political Agent, Mahi Kantha, is allowed to reside at Mount Abu during the hot weather on the following conditions:—

(*i*) that the visits are only for brief periods;

(*ii*) that a prescriptive right in respect of such visits is not created;

(*iii*) that the sanction of Government is obtained on each occasion;

(*iv*) that there shall be no extra expense to Government on account of travelling allowance or allowances for establishment;

6. The Inspectress of Girls' Schools in Sind is permitted to spend one month of the hot weather annually at Quetta, provided no travelling or halting allowance is claimed by her and that the previous permission of the Director of Public Instruction is obtained.

7. The Government of India have directed that the Accountant General may, without further sanction, visit the summer headquarters of Government for a fortnight in each year, but he should first consult Government as to the time when he should avail himself of this concession, in case of an opportunity being desired for the discussion of any matters of importance. He should also give previous intimation of his intention to the Auditor-General who will satisfy himself that the proposals do not interfere with any special accounts requirements. The visit to the hills should not entail any extra expense to Government.

(G. I., F. D., No. 4870-F-E. dated 18th August 1911; G. R., F. D., No. 3024 dated 22nd September 1911.)

8. The Assistant Legal Remembrancer is permitted to stay ten days at the headquarters of Government between the date on which Government leave Bombay and 10th June and another 10 days between 10th June and the date of Government's return to Bombay. For these journeys he may be allowed mileage allowance to and from the hill station but no halting allowance will be allowed.

9. The District Superintendent of Police, Thana, may be permitted by the Commissioner, Northern Division, to carry on his duties at Matheran. He is entitled to travelling allowance provided the halt is not longer than 10 days.

APPENDIX XLI.

[*See* Rule 588]

No.	Designation of Government servants.	Special rules and conditions.
1	Resident at Aden. Any Assistant to the Resident at Aden. Native Assistant to the Resident at Aden. Clerks and Interpreters to any of the above.	When travelling by road these officers are provided with 20, 10, 6, and 2 camels respectively, and are entitled to half the travelling allowance ordinarily admissible. When travelling between Aden and Sheikh Othman the Native Assistant to the Resident as well as the clerks and interpreters are entitled to draw their actual travelling expenses.
2	The Executive Engineer, Eastern Nara, and his establishments.	When travelling by steamer supplied at the expense of the State: Provided a certificate is furnished by the Government servant concerned that complete camp equipage was maintained throughout the period occupied by the journey.
3	The establishment accompanying the Commissioner in Sind, the Deputy Commissioner, Upper Sind Frontier, and the Superintending Engineer, Sind.	When travelling by steamer supplied at the expense of the State: Provided a certificate is furnished by the Government servant concerned that complete camp equipage was maintained throughout the period occupied by the journey.
4	Officers and Subordinates of the Irrigation Department in Sind.	When travelling by steamer supplied at the expense of the State: These Government

No.	Designation of Government servants.	Special rules and conditions.
		servants draw ordinary travelling allowances subject to the following conditions, namely :— (*a*) that the Government servant concerned, or, if he be of lower rank than an Executive Engineer, the Executive Engineer certifies that complete camp equipage was maintained throughout the journey, and (*b*) that mileage allowance cannot be drawn in lieu of daily allowance for journeys over twenty miles by steamer or partly by steamer and partly by road, unless the portion of the journey performed by road exceeds twenty miles, when mileage should be calculated on the road journey only.

APPENDIX XLII.

[*See* Rule 598]

List of Controlling Officers for travelling allowance purposes.

Serial No.	Government servant or establishment.	Controlling Officer.
1	Lower Subordinates employed in the Archæological Department.	Superintending Engineer.
2	Deputy Secretaries and Under Secretaries to Government and their Office establishments.	Deputy Secretaries and Under Secretaries to Government.
3	Superintendents of Excise.	Commissioner of Excise.
4	Clerical and Putta establishments of the Superintendent of Excise.	Commissioner of Excise.
5	Non-gazetted officers, including clerical and menial staff, of the Excise Department.	Superintendents of Excise.
6	Collectors ..	Commissioner in Sind and Commissioners of Divisions.
7	Superintendents of Land Records.	Divisional Commissioners and Commissioner in Sind.
8	District Inspectors of Land Records.	Superintendents of Land Records.
9	Sub-Divisional officers, Junior Civilians and Deputy Collectors not placed in charge of any talukas, Personal Assistants to Collectors, Mamlatdars, Mukhtyarkars, District Agricultural Inspectors, and Chitnises.	Collectors, and the Revenue Officer, Lloyd Barrage and Canals Scheme.
10	Huzur Establishments ..	Collectors or their Personal Assistants and the Revenue Officer, Lloyd Barrage and Canals Scheme.

Serial No.	Government servant or establishment.	Controlling Officer.
11	Office establishments of Mamlatdars and Mukhtyarkars, other taluka establishments, *e.g.*, Talatis, members of Land Records Department under Mamlatdars (Circle Inspectors, Measurers, Classers, etc.), Kanungo and Mahalkaris' establishments and peons on the establishments of Mamlatdars and Mukhtyarkars.	Mamlatdars and Mukhtyarkars.
12	Peons on the establishments of Sub-Divisional Officers.	Sub-Divisional Officers.
13	Office establishments under Assistant and Deputy Collectors (including Superintendents of Land Records) and District Inspectors of Land Records.	Assistant and Deputy Collectors (including Superintendents of Land Records) and District Inspectors of Land Records.
14	Consulting Surveyor to Government.	Consulting Surveyor to Government.
15	District Survey Offices (including the Central Record Office, Ahmedabad).	Divisional Superintendents of Land Records.
16	Survey Mamlatdars in the Northern, Central, and Southern Divisions.	Superintendents of Land Records, Northern, Central and Southern Divisions.
17	City Survey establishments.	Superintendents of Land Records, Northern, Central and Southern Divisions.
18	Forest Officers in the Presidency proper and Sind.	Conservators of Forests.
19	Assistant Forest Engineers, and other establishment in the Engineering Branch.	Forest Engineer,

Serial No.	Government servant or establishment	Controlling Officer
20	Executive, Protective, and Office Staff, serving under Divisional Forest Officers.	Such Divisional Forest Officers as may have been authorized by the Conservators.
21	Dangs Police ..	Personal Assistant to the Collector of Surat.
22	Registration Department in Districts.	District Registrars.
23	Establishment under the Sub-Registrar, Bombay.	Sub-Registrar, Bombay.
24	Inspectors of Registration.	Inspector General of Registration.
25	Private Secretary to H. E. the Governor.	Private Secretary to H. E. the Governor.
26	Surgeon to H. E. the Governor.	Military Secretary to H. E. the Governor.
27	Military Assistant Surgeon at Government House, Bombay.	Do. do.
28	Military Secretary to H. E. the Governor.	Do. do.
29	H. E. the Governor and his household establishment (except the officers of his personal staff).	H. E. the Governor.
30	Chief Justice and other Judges of the High Court.	Chief Justice and other Judges of the High Court.
31	Members of the Executive Council of the Governor and Ministers.	Members of the Executive Council of the Governor and Ministers.
32	Chief Judge, Small Causes Court ; Chief Presidency Magistrate.	Government, Home Department.
33	Registrars and Deputy Registrars, Original and Appellate Sides.	Chief Justice, High Court.
34	Judges of the Small Causes Court, Bombay.	Chief Judge.
35	Presidency Magistrates ..	Chief Presidency Magistrate.
36	District and Small Causes Courts.	District Judges.

Serial No.	Government Servant or establishment.	Controlling Officer.
37	Assistant Judges, Sub-Judges, Judges, Small Causes Courts, Inspecting Sub-Judges.	District Judges.
38	Superintendents, Central Prisons.	Inspector General of Prisons.
39	Staff under the Criminal Tribes Settlement Officer.	Criminal Tribes Settlement Officer.
40	Establishment of the Inspector General of Police, and Personal Assistant to the Inspector General of Police.	Inspector General of Police.
41	All Superintendents, Assistant Superintendents and Deputy Superintendents of Police, clerical establishments of the Deputy Inspectors General of Police in charge of Ranges, and any officers or constables serving immediately under the Range Deputy Inspector General of Police.	Range Deputy Inspectors General of Police.
42	Principal, Central Police Training School, Police Probationers and Probationary Deputy Superintendents of Police at the School.	Deputy Inspector General of Police, Northern Range.
43	Officers of and below the rank of Inspector on the staff of the Police Training School, the students of the School, and Clerical and Menial establishment.	Principal, Police Training School.
44	Subordinate Government servants under the Superintendent, Railway Police, G. I. P. and M. & S. M. Railways.	Superintendent, Railway Police, G. I. P. and M. & S. M. Railways.

Serial No.	Government servant or establishment.	Controlling officer.
45	Criminal Investigation Department Officers, Constables, and clerical establishments.	Deputy Inspector General of Police, Criminal Investigation Department.
46	Inspectors, all ranks below Inspectors, and the clerical establishments within their charges.	Superintendents of Police.
47	Superintendents, Assistant and Deputy Superintendents in Sind, and the Superintendents on the Sind Railways.	Deputy Inspector General of Police, Sind.
48	Deputy Inspectors General of Police.	Deputy Inspectors General of Police.
49	Deputy Commissioners, Superintendents, Inspectors and all ranks serving below them in the Bombay City Police.	Commissioner of Police, Bombay.
50	(*a*) Archdeacon of Bombay (*b*) Do. of Lahore.	Archdeacon of Bombay. Bishop of Lahore.
51	(*a*) Chaplains of the Church of England in the Presidency proper. (*b*) Chaplains of the Church of England in Sind. (*c*) Chaplains of the Church of Scotland. (*d*) Presidency Senior Chaplain, Church of Scotland, Bombay.	Archdeacon of Bombay. Archdeacon of Lahore. Presidency Senior Chaplain, Church of Scotland, Bombay. Do. do.
52	Political Agent, Mahi Kantha.	Commissioner, N. D.
53	Assistant Resident, Kolhapur.	Resident at Kolhapur.
54	Assistant Residents in Aden.	First Assistant Resident, Aden.
55	Travelling allowance bills of any Government servants payable at Kamaran.	Administrator at Kamaran.

Serial No.	Government servant or establishment.	Controlling officer.
56	Office establishments under Deputy Political Agents, Rewa Kantha and Mahi Kantha.	Deputy Political Agents in Rewa Kantha and Mahi Kantha.
57	Educational Officers in the Presidency proper and the Educational Inspector in Sind.	Director and Assistant Director of of Public Instruction.
58	Officers and establishments subordinate to the Educational Inspectors, and Head Masters of High Schools, and High School establishments.	Educational Inspectors, Northern, Central and Southern Divisions, and the Educational Inspector in Sind.
59	Chief Inspectors of the Factory and Steam Boiler and Smoke Nuisances Departments.	Director of Industries.
60	Inspectors, etc., of the Factory and Steam Boiler and Smoke Nuisances Departments.	Chief Inspectors.
61	Registrar of Companies..	Registrar of Companies.
62	Military Assistant Surgeons and Bombay Medical Service officers holding Civil Surgeoncies.	Military Assistant Surgeons and Bombay Medical Service officers holding Civil Surgeoncies in connection with journeys on transfer, and Surgeon General in cases of other journeys.
63	Military Assistant Surgeons, Bombay Medical Service officers, and Subordinate Medical Service officers attached to Bombay Hospitals.	Medical Officers in charge of Hospitals.
64	Officers in charge of dispensaries in the districts and establishments under Civil Surgeons.	Civil Surgeons.
65	(*i*) Stipendiary students (Civil) in B. J. Medical School, Poona.	Surgeon General.

Serial No.	Government servant or establishment.	Controlling Officer.
	(*ii*) Stipendiary students (Civil) in Hyderabad Medical School, and B. J. Medical School, Ahmedabad.	Superintendents of Medical Schools.
	(*iii*) Stipendiary students (Military).	Surgeon General.
66	Civil Administrative Medical Officer, Aden.	Civil Administrative Medical Officer, Aden.
67	Officers of the Medical Department in Aden.	Do.
68	Director of the Bombay Bacteriological Laboratory and other officers under him.	Surgeon General.
69	Department of Public Health.	Director of Public Health.
70	Registrar, Co-operative Societies and his Department.	Registrar, Co-operative Societies.
71	Veterinary Department ..	Superintendent, Civil Veterinary Department.
72	Establishment of the Superintendent, Civil Veterinary Department, Bombay Presidency.	Deputy Superintendent, Civil Veterinary Department, attached to the Office of the Superintendent, Civil Veterinary Department, Bombay Presidency.
73	Superintendent, Civil Veterinary Department, Sind and Rajputana.	Commissioner in Sind.
74	Deputy Directors of Agriculture and Divisional Inspectors of Agriculture.	Director of Agriculture.
75	Non-gazetted subordinate officers in the Agricultural Department.	The Principal, Agricultural College, Poona, all Deputy Directors of Agriculture, Live Stock Expert to Government, Agricultural Engineer to Government, Horticulturist to Government, Economic Botanist to Government, Agricultural Chemist to Government, Soil Physicist to Government, Plant Pathologist to Government, Crop Botanist to Government.

Serial No.	Government servant or establishment.	Controlling Officer.
76	Director of Industries and his establishment.	Director of Industries.
77	Officers and establishments in the Government Central Press, Bombay, and the Yeravda Printing Press.	Superintendent, Government Printing and Stationery, Bombay.
78	Executive, Assistant Executive and Assistant Engineers and subordinates who are subdivisional officers.	Superintending Engineers.
79	Other subordinates to the Executive Engineers except those mentioned above.	Executive Engineers.
80	All officers and subordinates under the Chief Engineer and Secretary, Indus River Commission.	Chief Engineer and Secretary, Indus River Commission.
81	Clerical establishment under the Electrical Engineer, Electrical District.	Electrical Engineer.
82	Subordinates under the Superintending Engineer, No. II Project Division, and the Superintending Engineer himself.	Superintending Engineer, No. II Project Division.
83	Government servants employed under the Consulting Architect to Government.	Consulting Architect to Government.
84	Land Manager, Development Directorate, Bombay, and subordinate Government servants under him.	Land Manager, Development Directorate, Bombay.
85	Land Acquisition Officer for the City of Bombay and the subordinate establishment under him.	Land Acquisition Officer for the City of Bombay.

Serial No.	Government servant or establishment.	Controlling Officer.
86	Chief Engineer, Reclamation Branch, and subordinate Government servants under him.	Chief Engineer, Reclamation Branch.
87	Superintending Engineers, Nos. 1, 3 and 4 Project Divisions, and subordinate Government servants under them.	Superintending Engineers, Nos. 1, 3 and 4 Project Divisions.
88	Special Assistant to the Collector, Bombay Suburban District, and subordinate Government servants under him.	Special Assistant to the Collector, Bombay Suburban District.
89	The Director of Information and his subordinate establishment.	The Director of Information.
90	The Director of Labour Office and his subordinate establishment.	The Director of Labour Office.
91	Office establishment of the Oriental Translator to Government.	The Oriental Translator to Government.
92	Office establishment of the Secretary to the Civil and Military Examination Committee.	The Secretary to the Civil and Military Examination Committee.
93	Registrar of the Diocese of Bombay and the establishment subordinate to him.	Registrar of the Diocese of Bombay.
94	All other Heads of Departments.	All other Heads of Departments.
95	Returning officers of Constituencies of the Bombay Legislative Council and the Legislative Assembly and persons deputed by them for work in connection with the elections to these bodies.	Returning officers.

APPENDIX XLIII.

(*See* Rules 605 and 606.)

Rules regulating the grant of Compensatory Allowances during periods of deputation outside India.

1. The following rules do not apply to cases governed by special rules such as the Study Leave Rules.

2. For the purposes of these rules Government servants are divided into the grades specified in Rule 377 of Chapter XII of the Bombay Civil Services Rules.

3. Free return passages will be granted to Government servants deputed on duty outside India as follows:—

Government servants in receipt of a pay of Rs. 1,600 per month and over.	A passage whose cost does not exceed that of a passage by P. & O. 1st class B.
Government servants of the first grade in receipt of a pay less than Rs. 1,600.	A passage whose cost does not exceed that of a passage by P. & O. 2nd class A.
Government servants of the second grade and Government servants of the third grade.	A passage whose cost does not exceed that of a passage by P. & O. 2nd class B.
Government servants of the fourth grade.	A deck passage.

4. The grant of a return passage to India on the conclusion of a deputation is conditional on an officer's return to duty forthwith on the conclusion of the period of deputation: provided that this rule may be relaxed when leave is granted on medical certificate immediately on conclusion of a period of deputation.

5. Subject to the provisions of Rule 6 Government servant deputed on duty out of India may be granted a compensatory allowance not exceeding the following rates from the date of landing in the country of destination to the date of re-embarkation for India:—

		s.	*d.*	
Government servant of 1st grade	..	22	6	per diem.
Government servant of 2nd grade	..	20	0	per diem.
Government servant of 3rd grade	..	15	0	per diem.
Government servant of 4th grade	..	10	0	per diem.

6. If a Government servant is permitted to take leave during his deputation, or to delay his embarkation at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave.

7. Travelling expenses when admissible will be granted as follows when actually incurred :—

Rail.	In Great Britain,
Government servant of 1st grade ..	Second class if available, otherwise third. Elsewhere 1st class.
	In Great Britain,
Government servant of 2nd and 3rd grades.	Third class. Elsewhere 2nd class.
Government servant of 4th grade ..	Third class.
Steamer.	
Government servant of 1st grade ..	First class.
Government servant of 2nd and 3rd grades.	Second class.
Government servant of 4th grade ..	Third class or lowest class.

Provided that in the case of cross-channel passages second grade officers may travel first class. Only the cost of return tickets is allowed when such can be taken.

8. An officer unless otherwise instructed is expected to take up his headquarters at his place of work and will not be refunded the cost of journeys, other than the first and last, between his home or place of residence and headquarters.

9. Necessary incidental expenses such as taxi and cab fares, motor hire, etc., may be passed by the High Commissioner, to whom powers are delegated to sanction them at his discretion. The extra cost of sleeping berths or seats in Pullman cars will not be admitted elsewhere than in America.

10. A Government servant ordered to travel by the Overland route to or from India on duty may be granted in addition to travelling expenses an inclusive sum of £1 as travelling allowance for the journey between Marseilles and England.

11. If a Government servant, who has made arrangements to spend less than six months on leave in Great Britain during the fiscal year, becomes liable to British income-tax through being detained on duty beyond that period, he may be granted a compensatory allowance equal to the income-tax on leave pay up to a maximum of six months, which he would not have had to pay but for such detention on duty.

12. Nothing in the foregoing rules shall operate to prevent Government in such cases as it thinks fit to do so from reimbursing a Government servant on the basis of actual expenses incurred by him during a period of deputation. In cases in which it is decided to follow this procedure the decision should be made known to the Government servant concerned before he leaves India, and he should be instructed that he will be expected where possible to support his claims by the production of vouchers.

APPENDIX XLIV.

(*See* Rule 609 and Fundamental Rule 49.)

Designation of Government servant appointed.	Additional post.	Special pay p. m. admissible (in addition to pay drawn in respect of his original post).	Remarks.
1	2	3	4
(1) An Officer of the Forest or other Department.	Divisional Forest Officer.	Such amount not exceeding Rs. 100 as may be fixed by Government.	
(2) A Subordinate Judicial Officer.	District Judge.	Rs. 150	
(3) Clerk of Subordinate Civil Court or a member of the clerical establishment doing duty as such.	Subordinate Judge.	Rs. 15	
(4) An Officer other than a Police Officer including a Supernumerary Assistant Collector.	District Superintendent of Police	Rs. 100	Provided that such appointmemt does not involve an increase in the sanctioned strength of Officers for the whole Presidency required for the charge of Police Districts.
(5) An Inspector of Police.	Superintendent of Police.	Rs. 100	
(6) An Officer of the Indian Educational Service or Bombay Educational Service Class I.	A post in the Indian Educational Service or Bombay Educational Service Class I.	Not exceeding one-fifth of the presumptive pay of the post or Rs. 200 a month whichever is less.	
(7) An Assistant Director of Public Health in charge of a Circle.	Assistant Director of Public Health in charge of a Circle.	Rs. 100	
(8) An Assistant Surgeon in the Chemical Examiner's Department.	Chemical Analyser, Bombay.	Rs. 100	

Designation of Government servant appointed.	Additional post.	Special pay p. m. admissible (in addition to pay drawn in respect of his original post).	Remarks.
1	2	3	4
(9) Any Officer ..	Superior Appointment on the cadre of the Indian Political Department other than a Residency.	Rs. 150	
(10) An Executive Engineer.	Executive Engineer of a second District or independent sub-division.	Any sum not exceeding Rs. 250 as may be fixed by Government.	
(11) A temporary Engineer.	Executive Engineer of a District.	Such amount not exceeding Rs. 200 as may be fixed by Government.	
(12) An Upper Subordinate or Member of the Subordinate Service in the Public Works Department.	Executive charge of one or two Districts.	Do.	
(13) A Sub-Divisional Officer of the Public Works Department.	Another sub-division.	Not exceeding Rs. 75 if in the opinion of Government the dual charge entails a substantial increase of work and responsibility.	
(14) An Officer of the Agricultural Service other than Indian Agricultural Service or Bombay Agricultural Service Class I.	Indian Agricultural Service or Bombay Agricultural Service Class I appointment.	Such special pay not exceeding Rs. 100 per mensem as may be fixed by Government.	
(15) An Officer of the Civil Veterinary Service other than Imperial Civil Veterinary Service or	Imperial Civil Veterinary Service or Bombay	Such special pay not exceeding Rs. 100 per mensem as may be fixed by Government.	

Designation of Government servant appointed.	Additional post.	Special pay p. m. admissible (in addition to pay drawn in respect of his original post).	Remarks.
1	2	3	4
Bombay Veterinary Service Class I.	Veterinary Service Class I appointment.		
(16) Superintendent, Civil Veterinary Department.	Superintendent, Civil Veterinary Department.	Rs. 100 under specific orders of Government.	
(17) A Regimental Medical Officer.	Civil " Surgeon.	Rs. 100.	
(18) A Regimental Medical Officer.	Any appointment except that of a Civil Surgeon reserved exclusively for Commissioned Medical Officers.	The amount of special pay is regulated by Military rules.	
(19) An officer in medical charge of a Civil Station.	Visiting charge of a Civil Station.	Rs. 100.	
(20) Any officer ..	Medical charge of a Central Jail when the administrative and medical charges are not united.	Rs. 100 to be increased by Government to Rs. 150 in special cases.	Provided always that the aggregate cost for the administrative and medical charges shall not exceed the total pay payable for the combination of the two charges in one person.
(21) A Head Accountant.	Huzur Deputy Collector.	Rs. 30.	Such appointments may be made by Commissioners when they do not extend over a period of one month even if the Head Accountants have not passed the Qualifying Examination. The

Designation of Government servant appointed.	Additional post.	Special pay p. m. admissible (in addition to pay drawn in respect of his original post).	Remarks.
1	2	3	4
			Head Accountants must however have passed the Head Accountants' Examination.
(22) Any Civil or Military Officer.	Full time Cantonment or Assistant Cantonment Magistrate.	Rs. 100.	In the case of a Civil officer being appointed to perform the judicial duties and a military officer the executive duties in addition in each case to the duties of his appointment, the amount of special pay will be equally divided between the two Officers.
(23) Any member of the Indian Civil Service or any officer holding an appointment ordinarily held by a member of that service, or a Superintendent of a Central Jail.	Executive charge of a District Jail.	*Nil.*	
(24) Any person other than those mentioned in entry No. 23.	Do.	First Class Jail Rs. 150 per month, Second Class Jail Rs. 100 per month, Third Class Jail Rs. 75 per month and Fourth Class Jail Rs. 50 per month.	
(25) Any officer ..	A post which is open to and is in practice held by a member of the Indian Civil Service or a Military Commissioned Officer.	Not less than Rs. 100 a month under the orders of Government.	The minimum limit of Rs. 100 does not apply to the case of an officer appointed to hold the post of Assistant Superintendent of Police and of District Superintendent of Police.

APPENDIX XLV.

B. C. S. R. FORM No. 2.
F. R. FORM No. 2.

[*See* Rules 693 and 697.]

Leave-Salary Certificate.

(Obverse.)

Leave-salary certificate of _____

of the _____ proceeding on _____

to _____

1. Government under which employed. 1.
2. Substantive appointment .. 2.
3. Officiating appointment (if any) 3.
4. Statement of present leave .. 4.

Nature of leave (specifying periods on average pay, half average pay and quarter average pay separately).	Y.	M	D.	From	To	Monthly rate of leave-salary (and allowance, if any) subject to the deductions noted on the reverse.	Article and clause of the Fundamental Rules or other Regulations.

		Y.	M.	D.
5. Place of payment ..	5.			
6. Date from which first payment is to be made.	6.			
7. Amount (if any) paid in Advance.	7.			
8. *Government and head of account to which the payment is debitable.	8.			
9. Date of leaving India ..	9.			
10. Date on which the Government servant will, during the currency of leave, complete the term of service or attain the age after which, by any rule he is required to retire from the service, as for instance 55 years of age.	10.			
11. Period for, and terms on, which leave may be extended, or commuted otherwise than on extraordinary leave.	11. granted may be extended $\frac{\text{on}}{\text{without}}$ $\frac{\text{medical certificate}}{\text{medical certificate}}$ on same leave-salary by			
(Further particulars required in the case of Military officers in Civil Employ).				
12. Date of commencement of pension service.	12.			
13. Date of entry under Civil Leave Rules.	13.			
14. Amount of leave at credit at commencement of present leave.	14. { Earned in respect of service under Military rules. Earned in respect of service while under Civil rules.			
15. Date of being struck off duty.	15.			

* The following particulars should be noted in this line:—

(1) the major, minor and detailed head of account;

(2) whether debitable to Central or Provincial revenues; if the latter, the name of the Provincial Government;

(3) whether the expenditure pertains to a "Reserved" or a "Transferred" subject;

(4) whether the expenditure is "voted" or "non-voted."

(Reverse.)

DEDUCTIONS TO BE MADE.

Rates.

Indian $\frac{\text{Civil}}{\text{Military}}$ Service Family Pensions Subscription — For $\frac{\text{wife}}{\text{If}}$ £ per mensem from

,, sons £ ,, ,, ,,

,, daughters £ ,, ,, ,,

Total £

A balance of donation $\frac{\text{on}}{\text{for}}$ £ and interest £ *

is recoverable at £ a month from—

General Provident Fund

Indian Civil Service Provident Fund Deductions (if any)

*(Signature)*_____

*Place*_____

*Date*_____

* In cases of subscribers to Indian Civil Service Family Pensions, interest accrued in India to be given here.

Abbreviations.

M. C.	..	Medical Certificate.
E. C. A.	..	Exchange Compensation Allowance.
Y. M. D.	..	Years, Months, Days.
Art.	..	Article.

Notes.

1. Distinguish leave granted on medical certificate, from leave granted without medical certificate and if the leave, though technically of the latter description, was granted in consequence of the production of a medical certificate, mention the fact.

2. Except in the case of Chaplains, leave-salary should be stated in whole rupees only a month (fractions being omitted and the next higher rupee taken where the fraction exceeds half) and not in pounds a year; and in entering "the rate of leave-salary" it should be stated, in the first place, without reference to the maximum or minimum, applicable, and then, if a maximum or minimum applies or if the leave-salary is such that a future change in the current rate of exchange may render a maximum or minimum applicable, the words should be added "subject to a maximum (or minimum) of," etc.

3. The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day, on which each monthly payment becomes due subject to a minimum rate of 1*s.* 4*d.* per rupee in respect of leave-salary drawn on account of the first four months of leave on average pay and of 1*s.* 6*d.* per rupee in other cases. The maximum rates of leave-salary are those prescribed in Rule 759 and the minimum rates those prescribed in Rule 760.

4. It must be shown whether a Government servant is entitled to the full amount of leave permitted by the rules.

5. In line 7 the Articles of the Fundamental or other Rules under which the advance is made should be mentioned.

6. The date on which any Government servant will, during the currency of leave, complete the term of service, or attain the age after which by any rule he is required to retire from the service, should be shown in line 10.

7. These rules apply also to leave-salary certificates granted to non-gazetted Government servants when they proceed on leave out of India and draw their leave-salary out of India.

B. C. S. R. FORM No. 3.
F. R. FORM No. 4.

[*See* Rule 698]

Audit Officer's letter to the Government servant proceeding on leave out of India.

To

Sir,

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a leave-salary certificate to enable you to draw your leave-salary.

Here enter number and date of the order, name of the authority granting the leave and pages of the Gazette in which the leave is notified.

2. To enable me to prepare your leave-salary certificate, it is necessary that you send me the information asked for in the enclosed B. C. S. R. Form No. 4 / F. R. Form No. 5 and also your formal certificate of giving over charge of your office, date and hour, at your earliest convenience.

3. If you are in, or intend to pass through (audit officer's station) your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 5 below, on your calling personally at my office, and presenting a last-pay certificate from the officer from whom you last drew your pay and allowances. Otherwise, I shall cause the leave-salary certificate to be delivered to you, and the pay and allowances to be paid through the officer from whom you draw your pay and allowances.

4. If, however, you proceed to Europe and are obliged to leave before the leave-salary certificate is received and made over to you, the leave-salary certificate, when prepared, will be sent to the address specified by you.

5. Leave-salary due for the first four months of leave on average pay taken by itself or in combination with other leave may be drawn either in India or out of India. If you desire to draw it in India a separate leave-salary certificate for this portion of the leave will be issued, but you will be allowed to draw the pay and allowances for the broken period of the month up to the date of relief only at the commencement of the next month along with the leave-salary for the rest of the month.

6. If you wish to draw your leave-salary in India under the provision of paragraph 5 above, you should either grant your Agents a power-of-attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund overpayments should be furnished by your Agents unless they have executed a general bond of indemnity.

(*Note.*—Paragraphs 5 and 6 do not apply to non-gazetted Government servants who have to draw their leave-salary through the Head of the office and should be omitted from the letters addressed to them.)

Accountant General.

B. & C. S. R. FORM No. 4.
F. R. FORM No. 5.

[*See* Rule 693]

Information required by the Audit Officer before the leave-salary certificate can be drawn up.

(This form should be returned duly filled up to the Audit Officer one clear week before the date of making over charge.)

1. On what date do you intend to make over charge of your office ?	1.
2. Before or after-noon ?	2.
3. At what port do you intend to embark ?	3.
4. By what ship will you sail, and on what date ?	4.
5. In what country do you wish to draw your leave-salary during leave on average pay for a period not exceeding four months, if any, at the commencement of your leave ?	5.
6. What is your address in England or in India or elsewhere to which your leave-salary certificate, to enable you to draw your leave-salary, may be sent, in case it is not handed over to you before you go on leave ?	6.
7. What advance, if any, do you require now ?	7.

8. Do you intend to pay your ..... Civil Fund subscriptions in England or in India ? 8.

9. Do you wish to subscribe to the General Provident Fund ? If so, at what rate per cent. on your leave-salary ? 9.

Nos. 3 and 4 are for Government servants to whom the leave rules in sections I to V of Chapter XV are not applicable.

No. 5 (Leave salary due for the first four months of the period of leave on average pay, if any at the commencement of any period of leave out of India can be drawn in or out of India at the Government servant's option. In India they can be drawn only on the first of each month in arrears by an authorized agent under a guarantee bond or on production of a life certificate The allowances for a broken period of a month may be drawn any time after the expiration of the leave).

No. 7 is for military officers subject to the Military Leave Rules and Chaplains only.

No. 8 is for members of the Indian Civil Service only.

Dated at_____ (Signature) _____

The_____ _of_____19. (Designation) _____

To the Accountant General_____

B. C. S. R. Form No. 5.
F. R. Form No. 6.

[*See* Rule 700]

Letter from the Accountant General when a Government servant is unable to call at his office.

To

The_____

Sir,

I have the honour to enclose the following documents :—

(1) A bill for Rs._____ being the pay and allowances due to_____ . proceeding on leave out of India, up to the date before his leave commences. This you are to deliver to him on his giving you a certificate of his having made over charge of his office and, after he has signed it, to pay.

(2)_____'s leave-salary certificate, which you should give him when you pay his bill.

(3) The original and triplicate copies of the Colonial Leave-salary Warrant. The original in which the signature of the Government servant should be obtained should be returned to this office and the triplicate made over to the Government servant.

(4) A copy of certificate of leave, which should be made over to the Government servant.

(5) A blank form ($\frac{\text{B. C. S. R. Form No. 6}}{\text{F. R. No. 7}}$) of report of the date of leaving India, to be delivered along with the leave-salary certificate.

(6) A form ($\frac{\text{B. C. S. R. Form No. 7.}}{\text{F. R. No. 8}}$) of report of your having carried out these instructions which you will send to me.

Place——————————
Date——————————

Accountant General.

B. C. S. R. FORM No. 6.
F. R. FORM No. 7.

[*See* Rule 690]

Report of actual sailing.

From

——————————————

To

THE ACCOUNTANT GENERAL, ——————————

Sir,

I have the honour to report that I sailed from India by the steamer "—— —— ——" which left—————— on ——— day the——————of——————19——————

I have, etc.,

(Signed)

Noted and forwarded to the Secretary to the Government of ——————Department.

Accountant General.
Comptroller.

The——————19 .

B. C. S. R. FORM No. 7.
F. R. FORM No. 8.

[*See* clause (6) of (B. C. S. R. Form No. 5 / F. R. Form No. 6)]

Disbursing Officer's Report.

From

_____

To

THE ACCOUNTANT GENERAL,
BOMBAY.

Sir,

With reference to your letter No._____, dated_____, I have the honour to report that the bill for Rs._____ therein enclosed was delivered to_____on his giving me a certificate of having made over charge of his office; and further that the bill having been paid, Mr._____'s (leave salary certificate / Colonial leave salary warrant / certificate of leave) was delivered to him, together with blank form (B. C. S. R. Form No. 6 / F. R. Form No. 7) of report of date of leaving India.

2. The original copy of the Colonial leave-salary warrant is returned herewith with the signature of the Government servant duly obtained therein.

I have, etc.,

Place_____
Date_____
(Signature)

B. C. S. R. Form No. 8.
F. R. Form No. 9.
[*See* Rule 649]

Leave Account of _____

Duty.					Leave earned.			Leave at credit (2+7).			LEAVE TAKEN. On average pay.					On half or quarter average pay. Actual period (a).						Period converted to leave on average pay (b).			Total 4+5 (b).			Balance (3 — 6).			Signature of attesting officer.
(1)					(2)			(3)			(4)					(5)									(6)			(7)			(8)
From	To	Y.	m.	d.	Y.	m.	d.	Y.	m.	d.	From	To	Y.	m.	d.	From	To	Y.	m.	d.	Y.	m.	d.	Y.	m.	d.	Y.	m.	d.			

Instructions

(1) The account is to be maintained in terms of leave on average pay.

(2) In the case of Government servants already in Government service the first entries, *i.e.*, the entries that will be made on 1st January 1922, or from the date on which the Government servant concerned elects to come under the Fundamental Rules, will be in columns 3, 4 and 5, the entries to be made in accordance with Rules 732 and 733.

(3) When a Government servant applies for leave, columns 1 to 3 are to be filled up for arriving at the leave at his credit. The period of leave shown in column (3) should be arrived at by adding the new entry in column (2) to the last previous entry in column (7).

(4) When a Government servant returns from leave, columns 4, 5, 6 and 7 will be filled up. The portion of the leave on half or quarter average pay (together with the leave on subsistence grant under the Note to Rule 758) will be entered in column 5 (*a*) and this period divided by 2 is the entry to be made in column 5 (*b*).

(5) The maximum prescribed in Rule 736 (*a*) will be applied to the totals of the periods in column (6), while the maximum in Rule 736 (*b*) should be applied to the totals of the periods in column 4.

(6) If a Government servant passes from under the ordinary to the special leave rules a new leave account must be opened.

(7) When a Government servant is transferred for service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account, which must be a complete record of all leave earned and taken under these rules throughout his service.

B. C. S. R. FORM. No 9

F. R. FORM No. 9-A.

[*See* Rule 649]

Leave Account of_____ (Ordinary leave rules.) Date of attaining the age of 55/60 years_____

Date of commencement of service_____ Date of coming under Civil Leave Rules_____

Date of contract, if any _____

Duty.			Leave earned.		Leave at credit.			LEAVE TAKEN.							Balance (on return from leave).			Remarks.
								On average pay			On half or quarter average pay							
Government served under.	From	To	1/11th of duty subsequent to coming under Fundamental Rules. [Rule 736 (b) (ii)].	Balance of 2/11th of duty subsequent to coming under Fundamental Rules.	1/11th of duty subsequent to coming under Fundamental Rules. Rule 736 (b) (ii) (Cols. 16 +4).	Balance of 2/11th of duty subsequent to coming under Fundamental Rules. (Cols. 17 +5).	Total (Cols. 6 +7).	Dates.	Against entries in Col. 6.	Against limit of one year for leave on m. c. and leave spent elsewhere than in India or Ceylon. [Proviso to Rule 736 (b) (ii)].	Dates.	Actual period.	Actual period converted into period in terms of leave on average pay.	Total (Cols. 10 +11 +14).	Of leave equivalent to 1/11th of duty subsequent to coming under Fundamental Rules. [Rule 736 (b) (ii)]. (Col. 6 — 10)	Of leave equivalent to balance of 2/11th of duty subsequent to coming under Fundamental Rules (Col. 7)—Cols. 11 +14).	Total (Col. 8 — 15).	
1	2		3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	From	To	Y. m. d		Y m d	Y m d	Y m d	Y m d	Y m d	From To	Y m d	Y m d	From To	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	

**Instructions for filling up Form No. $\frac{\text{B.C.S.R. Form No. 9}}{\text{F.R. 9A.}}$*

1. The Account is to be maintained in terms of leave on average pay. For this purpose, actual periods of leave taken on half or quarter average pay as entered in column 13 should be divided by 2 and posted in column 14.

2. In the case of officers who were subject to the Civil Service Regulations leave rules before they elected the Fundamental Rules, the account should commence with an opening entry in columns 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17 and 18. The words "Due on (date of coming under the Fundamental Rules)" should be written across columns 1, 2 and 3 and against these words credit under Rule 77 (*b*) (*ii*) (1) should be given in column 4 and column 6 and that under Rule 77 (*b*) (*ii*) (2) and Rule 77 (*e*) in column 5 and column 7, while debit for commuted furlough taken under the old leave rules should be given in column 11 and that under Rule 78, Note (2) (*i*) (*a*), in column 13, one-half of the latter being entered in column 14. The sum total of the entries in columns 6 and 7 and in columns 11 and 14 should be entered in columns 8 and 15 respectively. The difference between the entries in columns 8 and 15 should be entered in column 18 and the entry in column 4 or 6 should be repeated in column 16 while the entry in column 5 or 7 *minus* the sum total of the entries in columns 11 and 14 should be shown in column 17.

3. When a Government servant applies for leave, columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the Government servant intends to go on leave, and columns 4 and 5 should each show 1/11th of this period (but see Note 2 below), the sum total of the two entries representing the period of leave (*i.e.*, 2/11ths of duty) earned under Rule 77 (*b*) (*ii*) (3). To the new entry in column 4 should be added the last entry in column 16 and the resultant figure should be posted in column 6; similarly to the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

Note 1.—If during the period of duty prior to a Government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4 and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8.

Note 2.—The sum total of the entries in column 5, inclusive of the opening entry mentioned in instruction No. 2, should not exceed 2½ years [Rule 81 (*a*) (*ii*)], and no entry should be made in this column when this limit of 2½ years is reached.

When columns 1 to 8 have been posted, column 8 will show the *maximum* amount of leave which may be granted *in terms of leave on average pay* [but see Rule 81 (*d*)], to a Government servant on the date on which he intends to go on leave. The *maximum* amount of leave *on average pay* which may be granted on that date with medical certificate or out of India and Ceylon will be the sum total of the last entry in column

**N.B.*—These instructions should be read *mutatis mutandis* with B. C. S. Rules 645, 732, 733, 736 and 758.

6, and the unspent balance of "one year" limited to 8 months at a time, provided this sum total is covered by the period entered in column 8; in the case of leave in India or Ceylon without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in the note to Fundamental Rule 81 (*b*).

4. When a Government servant returns from leave, columns 9 to 18 should be filled up. The period of leave taken on average pay should be entered in columns 9, 10 and 11, that taken on medical certificate or spent elsewhere than in India or Ceylon should be entered in column 11 till the limit of one year is reached and thereafter in column 10. The actual periods of leave on half or quarter average pay (together with leave on subsistence grant under the Note to Fundamental Rule 88) and overstayal of leave (*vide* Fundamental Rule 73) should be entered in column 13 and one-half of it in column 14.

Note 1.—Leave on average pay taken under the Fundamental Rules in India without medical certificate in excess of the last entry in column 6 before the deletion of "*plus* one year" from Rule 81 (*b*) (*ii*) should be entered in column 11.

Note 2.—If the leave taken exceeds the amount at credit, the excess representing leave not due but granted under Rule 81 (*e*) (*i*) and (*ii*), should be shown in red ink in column 17.

5. The total period of leave in terms of leave on average pay taken in a Government servant's whole service as entered in column 15 should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules *plus* all periods of leave subsequently entered in that column *plus* 2½ years.

6. When a Government servant is transferred to service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

[Audit Code, No. 284 dated 2nd March 1925.]

B. C. S. R. FORM N. 10.

[*See* Rule 661]

Statement of case of—

Rank and Name—
Department—
Age—
Disease—
Habits—
Total Service—
Service in India—
Amount of previous sick leave—
Date of return from last sick leave and from what station—

Medical History.

I $\frac{\text{Civil}}{\text{Presidency}}$ Surgeon,

District, do hereby certify that
is in a bad state of health, and I solemnly and sincerely declare that according to the best of my judgment a period of absence from duty is essentially necessary to his recovery and do therefore recommend that he may be permitted to proceed to

Station— $\frac{\text{Civil}}{\text{Presidency}}$ Surgeon,

19

District.

B. C. S. R. FORM No. 11.

[*See* Rule 674]

Sick Certificate.

Certified that
of the Department is suffering from the duration of which has been days and that absence from duty for days (or months) is essential for the restoration of his health.

The cause of the disease is

Signed

Registered Medical Practitioner.

Place—
Date—
Identifying marks:—

B. C. S. R. FORM No. 12.

Admission and Discharge Certificate.

Name of Practitioner

$\frac{\text{Hospital}}{\text{Dispensary}}$

Name of Patient—
Number in register—
Date of admission—
Date of discharge—
Probable number of days required for recovery—

This is to certify that
was admitted
as a patient on
and that the nature of his complaint is such as to preclude him $\frac{\text{wholly}}{\text{partially}}$ from discharging his duties.

He was discharged on
Name—
Rank—
Designation—

Note.—The signing officer should state (1) whether he is the Chief Medical Officer of the Station or otherwise, or (2) whether he is a registered medical practitioner.

B. C. S. R. FORM No. 13.

FORM No. I.

[*See* Rules 697, 699, 710 and 714]

Colonial Leave-Salary Warrant.

(Obverse.)

Warrant No. of 192 .

A. B. having been granted leave for a period of months and days under the orders of the Government of is hereby allowed the privilege of drawing his leave-salary at from

2. His leave-salary will be as follows :—

Period.			Rate in rupees a month.
From	to	..	..
From	to	..	..
From	to	..	..

3. The leave-salary will be payable monthly in sterling converted from rupees at the rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment becomes due, but will be subject to the following *maxima* and *minima* :—

Period.			Maximum a month.	Minimum a month.
From	to	..		
From	to	..		
From	to	..		

4. In addition to the leave-salary shown in paragraph 3, A. B. is entitled to exchange compensation allowance at the rate of $\frac{6\frac{1}{4} \text{ per cent. of his leave-salary}}{\text{Rs.} \qquad \text{a month}}$ for the period from to . This should be converted into sterling at the rate prescribed in paragraph 3 ; provided that A. B. shall not receive less than £1 sterling for each 15 rupees of the allowance.

* 5. The payment should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading :—

---

* The following particulars should be noted in this column :—

(1) the major, minor and detailed head of account ;

(2) whether debitable to Central or Provincial revenues ; if the latter, the name of the Provincial Government ;

(3) whether the expenditure pertains to a "Reserved" or a "Transferred" subject ;

(4) whether the expenditure is "voted" or "non-voted."

Note 1.—Leave-salary is payable in rupees to Government servants residing in Ceylon during their leave (Rule 761).

Note 2.—The signature of the Government servant concerned should be obtained on the original copy of the warrant.

Note 3.—The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment becomes due, subject to the minimum rate of 1*s.* 4*d.* per rupee in respect of leave-salary drawn on account of the first of four months of leave on average pay and of 1*s.* 6*d.* per rupee in other cases. The maximum rates of leave-salary are those prescribed in Rule 759 and the minimum rates those prescribed in Rule 760.

6. The following deductions are to be made from the leave-salary of each month before payment :—

I.C.S. Provident Fund deductions.		At 4 *per cent.* of leave-salary	
		Rs.	£
Civil Fund deductions Indian Civil Service Family Pension Fund Subscriptions	Ordinary ..		
	For self ..		
	For sons ..		
	For daughters ..		
Indian Military Service Family Pension Fund Subscriptions.	..		

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Dated at
The 19 . } Accountant General.

(Reverse.)

Name, rank and description of payee.	Period for which payment is made.	Monthly rate. £ s. d.	Amount. £ s. d.	Signature of paying officer.	Receipt of payee.

One copy of this warrant will be retained by A. B., and will be given up to the Audit Officer in India on his return to India. Each payment will be recorded on the reverse of the copies kept by the Colonial Disbursing Officer and by A. B., and will be certified by the paying officer and receipted by A. B.

B. C. S. R. FORM No. 14.

FORM No. II.

[*See* Rules 701, 721, 725 and 726]

Certificate of Leave.

Granted to _____ proceeding out of India.

1. Government under which employed _____

2. Post last held _____

3. Nature of leave granted _____

4. Date of commencement of leave _____

5. Date of expiry of leave _____

6. Whether a medical certificate of fitness must be produced before return to duty _____

7. Amount of leave, expressed in terms of leave on average pay, at the Government servant's credit on the expiry of the present leave _____

8. Period of leave on average pay which might, under Rule 736, be granted if the present leave were extended _____

Place _____ Signature _____

Date _____ Audit Officer.

Note 1.—No leave-salary is payable on this certificate.

Note 2.—This certificate must be produced before the High Commissioner, with any application for an extension of leave, or permission to return to duty or the grant of a last-pay certificate.

APPENDIX XLVI.

[*See* Rule 689]

Memorandum of information for the guidance of Government servants proceeding on leave out of India.

1. If a certificate of departure accompanies this memorandum, the Government servant should sign, stamp and post it to the Audit Officer from whom the memorandum is received.

2. Leave begins on the day on which transfer of charge is effected, or if charge is transferred after noon, on the following day.

3. Under Fundamental Rule 91,* a Government servant may draw in India the leave-salary of the first part of any period of leave on average pay up to a maximum of four months whether such leave be taken by itself or at the commencement of a longer period of leave. When a Government servant on leave out of India exercises this option and desires to draw his leave-salary in India—

(1) his pay and allowances up to the date preceding that on which his leave commences are payable in India under the usual rules ; and

(2) if he is a gazetted Government servant, he must inform the Audit Office which audits his pay in his last post, through a form which will be received from it, from what treasury he wishes to draw his leave-salary and through what agency.

4. In cases not falling under paragraph 3 above—

(1) the pay and allowances of the Government servant will be paid to him before he leaves India and the Audit Officer who audits his pay in his last post will arrange for this ; and

(2) the Government servant must take with him a leave-salary certificate to enable him to draw his leave-salary from the Home Treasury.

If the certificate cannot be prepared in time, or if a Government servant proceeding on leave to Europe is compelled to leave without a certificate, it will be forwarded to him to any address which he may leave.

5. If a Government servant intends to draw his leave-salary in any of His Majesty's Colonies, the Audit Officer who audits his pay in his last post will furnish him with a warrant addressed to the Colonial officer only on condition that any fund subscriptions due from him shall either be paid in advance or taken by deduction ; in the latter case, the warrant to the Colony will show only the net amount payable after such deduction.

6. A Government servant taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board at the India Office, if required to do so.

7. If a Government servant proceeds on extraordinary leave out of India, or on leave on average pay out of India during which he does not

* Rules 761 of B. C. S. Rules.

propose to draw leave-salary, or if a Government servant proceeds to a Colony, he should obtain a certificate of leave in $\frac{\text{B. C. S. R. Form No. 14}}{\text{Form No. II}}$ in Appendix No. 4* under the supplementary rules from the Audit Officer who audits his pay in his last post. This certificate has to be presented by the Government servant to the High Commissioner for India, if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave or for permission to return to duty or for a last-pay certificate before returning to duty.

8. Subscriptions on account of the Bengal, Bombay and Madras Civil Funds, and the Bengal and Madras Service Family Pension Fund may be paid either in India or in England at the option of the subscriber, and arrangement should be made for such payment by the subscriber. In the case of Military officers in Civil employ subscriptions on account of Indian Military Service Family Pension Fund will be deducted from the leave-salary of the officers concerned. Officers should see that the necessary deductions are made. Subscriptions for the Uncovenanted Service Family Pension Fund, the General Family Penson Fund, and the Hindu Family Annuity Fund are not payable in England.

9. Subscriptions to the General Provident Fund may be paid by remittance in cash to the Audit Office which audited his pay in his last post in the case of a Government servant on leave who draws his leave-salary from a Colonial Treasury, but when a subscriber draws his leave-salary from the Home Treasury of the Government of India, his subscription may be paid by deduction from such salary.

A Government servant who draws his leave-salary from the Home Treasury and who desires to subscribe during leave must notify his intention beforehand, in order to allow of the deductions from his leave-salary being noted in his leave-salary certificate. He will not be subsequently permitted to discontinue subscribing during leave.

10. A Government servant before his departure should communicate—

(*i*) if a member of the Indian Civil Service in connection with the Indian Civil Service Provident Fund, or a subscriber to the Bengal and Madras Service Family Pension Fund—with the Accountant General, Central Revenues ;

(*ii*) if any other civil officer—with the Secretary of the fund to which he subscribes ;

informing him of the arrangements he proposes to make regarding the payment of his subscriptions during his absence.

11. Contributions due under the Indian Civil Service Family Pension Regulations must be paid in England in sterling. If a subscriber, previous to quitting India, has commenced the payment of any donation by instalments, he may either complete the payment of his donation in India before leaving or pay the remaining instalments in England at English rates. Subscribers to this fund will obtain, from the Audit Officer who audits his pay in his last post, a certificate of the date up to which they have paid their subscriptions.

* Appendix XLV of the B. C. S. Rules.

12. When a Government servant arrives in the British Isles he should at once report his arrival by letter to the High Commissioner for India, giving an address at which letters will find him, and he should forward his leave-salary certificate to the same authority on arrival, or as soon as he receives it from India.

13. The leave-salary of all Government servants is issued from the Home Treasury monthly in arrears on the first day of each calendar month. They will be paid to the Government servant on his personal application, or to his banker or other agent, duly authorised under power-of-attorney on production of a life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State or the High Commissioner against loss consequent on his dispensing with the production of such proof), or on presentation of a payment form comprising a receipt and a life certificate both duly completed by the Government servant. A supply of life certificate forms may be obtained from the High Commissioner on the Government servant's written application.

Note.—If the Government servant intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

14. Payment of leave-salary will not be made by a Colonial authority unless the Government servant produces his copy of the warrant. Each payment made in the Colony will be endorsed upon the warrant.

When no space for the entry of endorsements of payment remains upon the back of the Colonial leave-salary warrant, or when a warrant is lost or destroyed, the Government servant concerned should make an application for a fresh warrant through the Colonial Disbursing Officer to the Audit Officer who issued the original warrant.

15. If the transfer from one Colony to another of payment of the leave salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor-General in Council and to the High Commissioner.

16. If a Government servant drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he can do so on production of his warrant to the High Commissioner. If one drawing his leave-salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant from the High Commissioner. A transfer of this kind must be reported by the Government servant to the Governor-General in Council.

17. A Government servant absent on leave in Europe, North Africa, America or the West Indies who wishes to have his leave extended or commuted, must apply to the High Commissioner for India about three months before the expiry of his leave, and unless the extension is desired on medical grounds, or is for a period of not more than 14 days, he must produce with his application evidence that the Government on whose cadre he is borne has been referred to by him and has no objection to the extension or commutation desired. It is in exceptional cases only that

the High Commissioner will grant an extension without the production of such evidence and then for such period only as may be necessary to obtain the orders of the Government concerned, which will be sought by telegraph at the applicant's expense.

18. If on medical grounds a Government servant on leave in any of the localities named in paragraph 17 desires an extension for more than 14 days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so, he must, as a general rule, appear at the India Office for examination by the Board, but in special cases, and particularly, if he is residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the British Isles and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the Government servant.

19. If a Government servant on leave in any of the localities named in paragraph 17 has been granted leave on medical certificate and desires an extension on grounds other than medical, he must satisfy the Medical Board as prescribed in paragraph 18 above that he has recovered his health. Any such extension without medical certificate will only be admissible if the extension was due at the time the original leave was granted.

In the case of a Commissioned Medical Officer the local Government will make a reference to the Director General, Indian Medical Service, before granting the permission.

20. A Government servant on leave out of India elsewhere than in any of the localities named in paragraph 17, who wishes to have his leave extended or commuted must apply three months before the expiry of the leave to the authority in India which granted it.

21. If an application made under paragraph 20 above is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form :—

"We hereby certify that we have carefully examined C. D. of the _____ who is suffering from _____ and we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on _____ shall be extended by _____ months / weeks

Date _____

Place _____ "

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it be signed by foreigners it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

22. An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued, unless he produces a certificate of leave (*vide* paragraph 7 *ante*).

23. Leave out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original leave was granted, and if the Government servant seeking commutation is certified in the manner prescribed, to have recovered his health. When extension of the commuted furlough is applied for the application must be supported by evidence that the Government servant's local Government consents to the extension of his leave.

24. A Government servant who remains absent after the end of his leave is entitled to no leave pay for the period of such absence unless his leave is extended by the local Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of Fundamental Rule 15*, which runs as follows :—

"A Government servant shall not, save in the case of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify."

25. A Government servant may not without permission of the authority which granted him leave, return to duty more than fourteen days before the end of long leave. The rule applies to Military officers subject to the Military Leave Rules. He must obtain permission to return to duty from the local Government.

26. A Government servant who is required to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

27. If the Government servant desiring to return is on leave in any of the localities named in paragraph 17, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 18 above. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

28. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in paragraph 17, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

29. Permission to return will not be granted to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued, until he produces a certificate of leave.

* Rule 22 of the B. C. S. Rules.

30. Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner. A last-pay certificate will not be granted to a Government servant to whom no leave-salary certificate has been issued unless he produces a certificate of leave. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer by whom the pay of the post which he will join will be audited, his copy of the warrant which will serve as a last-pay certificate.

31. A gazetted Government servant must report his return to duty to the Government under which he is serving. A Chaplain must report his return to the Bishop of his Diocese also.

32. A Government servant is not entitled on his return from leave to resume, as a matter of course, the particular post he vacated before his departure on leave, even though that post may be his substantive post ; he must report his return to duty and await orders.

33. A Government servant may return to India by any port and his leave ends on the day preceding that on which the vessel arrives at the port where he last quits it. If, however, the leave from which he returns is of four months' duration or less, his leave ends on the day preceding that on which he takes charge of his duties, unless he takes charge in the afternoon when the leave terminates on and includes that day.

34. On return to duty, the last-pay certificate obtained from the High Commissioner should be exchanged for a last-pay certificate which the Audit Office of the province to which he has been posted will furnish addressed to the Treasury or office at which, after his return, the Government servant intends to draw his pay and allowances.

35. A Government servant returning from leave out of India may be granted an advance of his leave-salary for the unexpired portion of his leave subject to a maximum of 35 days from the date of embarkation for India. On arrival in India an advance may, if he desires it, be paid to a Government servant by or under the order of the Audit Office of the province to which he has been posted under rules framed by the local Government.

To a Chaplain proceeding on furlough (not combined with privilege leave) to England, an advance of the first quarter's allowance may be made in India which will not be recoverable in the event of his death.

To a Military officer subject to the Military Furlough Regulations of 1868 proceeding on furlough (not combined with privilege leave) to England an advance of furlough pay may, if he desires, be made for three months from the date of embarkation. Payments in continuation will be made in England on the expiration of four months from that date.

36. A Government servant is not permitted to take any service or accept any employment without obtaining the previous sanction of—

(*a*) the Secretary of State, if the Government servant is residing in Europe, North Africa, America or the West Indies ; or

(*b*) the Governor-General in Council, or the authority competent to appoint him, if he is residing elsewhere.

APPENDIX XLVII.

[*See* Rule 694]

List of Agents in this Presidency who have executed general bonds of indemnity with Government to cover the leave-salary, pension, etc., of their constituents.

1. The Local Head offices of the Imperial Bank of India.
2. The National Bank of India, Ltd.
3. The Hongkong and Shanghai Banking Corporation, Bankers and Army Agents.
4. The Allahabad Bank, Ltd.
5. The Bank of India, Ltd.
6. The Alliance Bank of Simla, Ltd.
7. The Mercantile Bank of India, Ltd.
8. The Army and Navy Co-operative Society, Ltd.
9. Lloyds Bank, Ltd.
10. Messrs. Thos. Cook & Son.
11. Messrs. Grindlay & Co.
12. Messrs. Cowasjee Dinshaw & Bros., Aden.

APPENDIX XLVIII.

[*See* Rules 728 and 750]

Provisions for the determination of domicile.

1. A person can have only one domicile.

2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.

3. The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled.

4. The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired.

5. (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin.

(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile.

Explanation 1.—A person is not to be considered as having taken up his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling.

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country.

6. The domicile of a minor follows the domicile of the parent from whom he derives his domicile or origin :

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business.

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband :

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.

8. Save as otherwise provided above a person cannot during minority acquire a new domicile.

9. An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person.

10. Not with standing any thing herein contained, a person who—

(*a*) was born, and has been educated exclusively, in Asia and had not at the date of his appointment resided out of Asia for a total period exceeding six months, or

(*b*) had before that date claimed and been deemed to be of Indian domicile for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments or other privilege,

shall be deemed to have had his domicile in Asia on that date unless in the case of a person to whom clause (*a*) applies and clause (*b*) does not apply it is proved to the satisfaction of the appointing authority that he did not have his domicile in Asia on that date.

11. If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of Government shall be final.

APPENDIX XLIX.

[*See* Rule 732 (Note 2)]

LEAVE CALCULATOR.

Equivalents of 2/11ths of the units in column (1)						*Equivalents of 5/22nds of the units in column (1)*					
Units	Years			Months	Days	Units	Years			Months	Days
	Y.	M.	D.	M. D.	D.		Y.	M.	D.	M. D.	D.
1	0	2	5·45	0 5·45	·18	1	0	2	21·81	0 6·81	·22
2	0	4	10·90	0 10·90	·36	2	0	5	13·63	0 13·63	·45
3	0	6	16·36	0 16·36	·54	3	0	8	5·45	0 20·45	·68
4	0	8	21·81	0 21·81	·72	4	0	10	27·27	0 27·27	·90
5	0	10	27·27	0 27·27	·90	5	1	1	19·09	1 4·09	1·13
6	1	1	2·72	1 2·72	1·09	6	1	4	10·90	1 10·90	1·36
7	1	3	8·18	1 8·18	1·27	7	1	7	2·72	1 17·72	1·59
8	1	5	13·63	1 13·63	1·45	8	1	9	24·54	1 24·54	1·81
9	1	7	19·09	1 19·09	1·63	9	2	0	16·36	2 1·36	2·04
10	1	9	24·54	1 24·54	1·81	10	2	3	8·18	2 8·18	2·27
11	2	0	0·00	2 0·00	2·00	11	2	6	0·00	2 15·00	2·50
12	2	2	5·45	2 5·45	2·18	12	2	8	21·81	2 21·81	2·72
13	2	4	10·90		2·36	13	2	11	13·63		2·95
14	2	6	16·36		2·54	14	3	2	5·45		3·18
15	2	8	21·81		2·72	15	3	4	27·27		3·40
16	2	10	27·27		2·90	16	3	7	19·00		3·63
17	3	1	2·72		3·09	17	3	10	10·90		3·86
18	3	3	8·18		3·27	18	4	1	2·72		4·09
19	3	5	13·63		3·45	19	4	3	24·54		4·31
20	3	7	19·09		3·63	20	4	6	16·36		4·54
21	3	9	24·54		3·81	21	4	9	8·18		4·77
22	4	0	0·00		4·00	22	5	0	0·00		5·00
23	4	2	5·45		4·18	23	5	2	21·81		5·22
24	4	4	10·90		4·36	24	5	5	13·63		5·45
25	4	6	16·36		4·54	25	5	8	5·45		5·68
26	4	8	21·81		4·72	26	5	10	27·27		5·90
27	4	10	27·27		4·90	27	6	1	19·00		6·13
28	5	1	2·72		5·09	28	6	4	10·90		6·36
29	5	3	8·18		5·27	29	6	7	2·72		6·59
30	5	5	13·63		5·45	30	6	9	24·54		6·81

Examples.—To find leave earned by duty of 5 years 9 months and 17 days.

		Y.	M.	D.	Decimals			Y.	M.	D.	Decimals
(I) $\frac{5}{22}$nds.	5 Y.	1	1	19·09		(II) $\frac{2}{11}$ths.	5 Y.	0	10	27·27	
	9 M.	0	2	1·36			9 M.	0	1	19·09	
	17 D.	0	0	3·86			17 D.	0	0	3·09	
	Total ..	1	3	24·31	or 1 y. 3 m. 24 d.		Total ..	1	0	19·45	or 1 y. 0 m. 19 d.

(III) $\frac{1}{11}$ths. Half of (II) above, *i.e.*, = 0 y. 6 m. 10 d.

N.B.—Fraction of a day if less than one-half should be omitted, and one-half or more should be rounded off to one day.

APPENDIX L.

[*See* Rule 751]

Rules regulating the grant of leave to Government servants for the study of Scientific, Technical, or similar problems, or in order to undertake special courses of instruction.

The following rules relate to study leave only. They are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Rule 605 and the rules in Appendix XLIII to this Manual. These rules apply to the Agricultural, Public Health, Medical, Civil Veterinary, Factory, Education, Public Works and Forest Departments (except in respect of continental tours by Forest officers to which special rules apply). These rules may be extended by Government to apply to any Government servant not belonging to any of the departments mentioned above, in whose case Government are satisfied that leave should be granted in the public interests to pursue a special course of study or investigation of a scientific or technical nature.

Note.—The extension of these rules to the Public Works Department does not affect any rules under which Government servants are allowed to visit engineering works when on leave in Great Britain.

1. Extra leave on half average pay for the purpose of study leave may be taken either in or outside India. It may be granted by Government to a Government servant of any of the Departments named above, or to a Government servant not belonging to any of the departments in whose case Government are satisfied that such leave should be granted in the public interests, provided that when a Government servant borne permanently on the cadre of one department is serving temporarily in another department the grant of leave is subject to the conditions (*a*) that satisfactory local arrangements are made to carry on his work in his absence and (*b*) that the sanction of the department to which he is permanently attached is obtained before leave is given. Study leave should not be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring after 20 years duty and 25 years total service. Nor should it be granted to Government servants who are about to retire on proportionate pension.

2. The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 28 months from a Government servant's regular duties, or exceed two years in the whole period of a Government servant's service; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A

period of 12 months at one time should ordinarily be regarded as a suitable maximum, and should not be exceeded save for exceptional reasons.

Note.—The limit of 28 months for combined study leave and other leave laid down in this rule includes the period of vacation which may be prefixed to the combined leave.

3. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the Government to his taking it as ordinary leave.

5. Except as provided in Rule 6, all applications for study leave should be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is in Europe or America, the Head of the Department should also forward to the Secretary to the High Commissioner for India, General Department, a copy of the approved programme of study. If it is not possible for the Government servant to give full details, as above, in his original application, or if, after leaving India, he wishes to make any changes in the programme which has been approved in India, he should submit particulars as soon as possible to the Secretary to the High Commissioner for India, General Department. In such cases, he should not, unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the High Commissioner.

6. Government servants on leave in Europe or America who wish to convert part of the leave into study leave or to undertake a course of study during leave, should, before commencing study and before incurring any expenses in connection therewith, submit a programme of their proposed course of study to the Secretary to the High Commissioner for India, General Department. The programme should be accompanied by an official syllabus of the course, if one is available, and by any documentary evidence that the particular course or examination has the approval of Government. In the absence of such evidence the programme may, if approved by the High Commissioner, be proceeded with but no study leave allowance will be admissible until the concurrence of Government is received.

Similarly Government servants on leave in the British Isles, who desire to have it extended for purposes of study under these Rules, should address the Secretary to the High Commissioner for India, but in addition to furnishing a statement of the proposed study they must support their

applications with documentary evidence of their having obtained the approval of Government to their applying for an extension of leave. They must also produce documentary evidence of the concurrence of Government to the grant of study leave and/or study allowance.

7. No course of study will be recognised as qualifying for the grant of study allowance, or for study leave for any other purpose, unless it has been approved in at least broad outline by Government in accordance with Rules 5 and 6 above, and unless, in cases where it has not been found possible to submit full particulars to Government, it has been approved in detail by the High Commissioner before it is begun.

8. A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates as at present fixed are 12 sh. a day in the British Isles, £ 1 a day in the continent of Europe, and 30 sh. a day in the United States of America. These rates are liable to revision. The rate to be granted to Government servants who take study leave in other countries, including India, will be specially considered by Government in each case. In no case will subsistence allowance be granted in addition to study allowance and ordinary travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by Government.

9. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of Government for any period up to fourteen days at one time, during which the officer is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. If the Government servant is under civil service rules the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

10. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study.

11. On completion of a course of study a certificate on the proper form (which may be obtained from the High Commissioner), together with certificates of examinations passed or of special study, shall, when the study leave has been taken in Europe or America, be forwarded to the High Commissioner. When the study leave has been taken in any other country certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the

authority which sanctioned the leave. In the case of a definite course of study at a recognised institution the study allowance will be payable by the High Commissioner or in India, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under Rule 5 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the High Commissioner or to Government, as the case may be, a diary showing how his time has been spent and a report, indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of applying such methods or operations to India. Government will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in Rule 8 may be granted.

12. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the special or ordinary leave rules.

13. During study leave a Government servant will draw half average pay as defined in Rule 9 (6), subject to the maxima and minima laid down in Rules 759 and 760. The rate of exchange prescribed by the Secretary of State in Council for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to study leave allowances. A Government servant may, subject to the approval of the proper authorities being obtained as required by Rule 5 or 6, undertake or commence a course of study during leave on average pay, and, subject to paragraphs 8 and 9, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of a Government servant's service. This rule applies to military officers in civil employment taking leave under the Civil Services Rules.

Note 1.—A Government servant of the vacation department can draw study allowance during vacation if he prosecutes his studies during the period. The period of such a vacation will be taken into account in calculating the maximum period of two years for which study allowance is admissible.

☞ *Note 2.*—These rules are applicable to officers of the Bombay Medical Service subject to the following modifications: —

(1) The maximum period for which study leave is admissible is one year.
(2) The amount of lodging allowance which an officer on study leave is allowed to draw out of India is 12 sh. per diem.

Note 3.—The powers of Government under Rules 8, and 11 of the Study Leave Rules above have been delegated to the High Commissioner for India subject to the limitation that he should not incur expenditure which would lead him to exceed the budget provision at his disposal at such a time as would render it impossible for Government to obtain additional supply during the year.

APPENDIX LI.

[Referred to in Rule 769]

Rules regulating the grant of leave to special officers engaged on contract.

1. Where the contract is for one year or less, no leave except on medical certificate (on average or half average pay), which would ordinarily be limited to two months reckoned in terms of leave on average pay, is admissible.

2. Where the contract is for more than one year and less than three years, leave on average pay up to 1/11th of the period spent on duty, to which may be added on medical certificate leave on average pay or half average pay, provided that the total leave granted shall not exceed three months reckoned in terms of leave on average pay, is admissible.

3. Where the contract is for three years and over, leave on average pay up to 1/11th of the period spent on duty, up to a maximum of three months at a time or four months at a time if leave is spent out of India, to which may be added on medical certificate leave on average or half average pay up to a maximum of three months reckoned in terms of leave on average pay, is admissible.

In the case of officers coming under Rules 2 and 3 :—

(*a*) Three months' extraordinary leave without pay may be granted in addition to the above, and

(*b*) If the officer is in a Vacation Department, leave may only be granted in case of urgent necessity and if granted shall be on half average pay for a period not exceeding 1/11th of the period spent on duty in addition to any leave admissible on medical certificate. The officer may, however, be granted leave on leave-salary equivalent to average pay to the extent of one month for each year on duty in which he has not availed himself of any part of a vacation.

In cases where—

(*a*) the contract is for a longer term than five years, or

(*b*) an original contract for five years is extended, or

(*c*) on completion of his original contract of whatever term, a Government servant is taken into permanent appointment, the special or ordinary leave rules, as the case may be, will be made applicable.

Leave may be granted after the expiry of contract only where it has been applied for during the period of the contract and refused owing to the exigencies of the public service.

An officer whose services are dispensed with on grounds of ill-health shall be permitted to take all leave due to him before his service is terminated.

4. The principle that leave may be granted after the expiry of contract, where it has been applied for during the period of the contract and refused owing to the exigencies of the public service, is applicable also to officers serving on contract at the time these rules are promulgated.

APPENDIX LII.

[*See* Rule 781]

1. A temporary gazetted officer with service of—

(1) one year or less shall be entitled to no leave except on medical certificate (on average or half average pay) which should ordinarily be limited to two months reckoned in terms of leave on average pay;

(2) more than one year and less than three years, shall be entitled to leave on average pay up to 1/11th of the period spent on duty, to which may be added, on medical certificate, leave on average or half average pay, provided that the total leave granted shall not exceed three months reckoned in terms of leave on average pay; leave earned under this clause shall be reduced by any leave already taken under clause (1);

(3) three years or over shall be entitled to leave on average pay up to 1/11th of the period spent on duty up to a maximum of four months at a time, to which may be added, on medical certificate, leave on average or half average pay up to a maximum of three months reckoned in terms of leave on average pay; leave earned under this clause shall be reduced by any leave already taken under clause (1) or clause (2) or both:

Provided that the superior limit to leave granted in cases falling under the foregoing three clauses reckoned in terms of leave on average pay should be 2/11ths of the period spent on duty;

(4) more than five years shall be entitled to leave in accordance with the ordinary leave rules only; leave earned under this clause shall be reduced by any leave already taken under any or all of clauses (1), (2) and (3).

In cases of officers coming under clauses (2) and (3) three months' extraordinary leave without pay may be granted in addition to the above.

2. Leave may be granted after the appointment is terminated only when it has been applied for during the period of the appointment and refused owing to the exigencies of the public service.

3. An officer whose services are dispensed with on the grounds of ill-health shall be permitted to take all leave due to him before his service is terminated.

Note.—Temporary officers promoted from non-gazetted establishments to gazetted rank may be allowed to carry forward unexpended leave which they have earned but not enjoyed while of non-gazetted rank.

APPENDIX LIII.

[*See* Rule 815]

Rules regulating the grant of Passages under Rule 815 of Chapter XVI.

1. (1) Rules 1 to 11 inclusive apply to any person of non-Asiatic domicile engaged outside India on contract for a definite period of not less than three years' service, to whom a second class passage to India is granted by Government on his proceeding to join his appointment, and to any person of non-Asiatic domicile engaged on contract in India to whom they may be declared by Government to apply.

(2) Rules 2 and 12 apply to any person of non-Asiatic domicile, engaged outside India for a definite period of less than three years.

(3) Female employees shall not be entitled to the benefits admissible to the families of male employees.

2. In these rules " employee " means a person to whom these rules apply.

" Family " includes a wife, unmarried sons and daughters, step-daughters of any age, and step-sons under the age of 16 years, who reside with and are dependent upon the employee.

The expression " free passage " includes (*a*) second class accommodation by steamship by the all-sea route at a cost not exceeding that of a 2nd class ticket by P. & O. 2nd class B ; (*b*) third class railway fare from the employee's home to the port of embarkation and *vice versa, plus* the following allowances for incidental expenses :—15*s*. for the employee travelling alone, 20*s*. for the employee travelling with his wife and family, 15*s*. for a wife travelling alone, and 20*s*. for a wife accompanied by children ; (*c*) a free railway pass (or an allowance in lieu thereof) and free conveyance of baggage up to a limit of 5 maunds for the journey from the port of disembarkation in India to his station and *vice versa, plus* the following allowances for incidental expenses : Rs. 20 for the employee travelling alone or with his wife and family, Rs. 15 for a wife travelling alone, and Rs. 20 for a wife accompanied by children ; (*d*) a mileage allowance in India at the rate laid down for the time being by Government for each person for such journeys by road as may be necessary ; (*e*) a halting allowance in India at the rate laid down for the time being by Government for each person for every day of the detention, if detained under orders at the port of disembarkation or elsewhere.

3. Free passages to India may be granted by Government :

(*a*) to the family of an employee in respect of their first voyage to India whether they actually accompany the employee or join him later ;

(*b*) to the wife of an employee who enters service as a bachelor but marries while in England on leave ;

(*c*) to the intended wife of an employee when proceeding to India to marry him :

Provided that an employee who has been granted a free passage for his wife or intended wife under this rule shall not be entitled to a second

passage if he remarries, but a second wife may claim any concessions which were available to but were not utilised by a first wife.

4. Free passage to England may be granted to an employee when granted leave on medical certificate to that country during his service, and free passage back to India when pronounced fit to resume duty. If an employee shall take leave on private affairs after being pronounced by the Medical Board fit to return to duty in India, he shall forfeit any right to free return passage to India under this rule.

5. Free passage to any port in Europe or in a British Colony, Dominion, or Possession, may be granted to an employee, who is recommended by the proper medical authority to proceed to such place, and free return passage when pronounced fit to resume duty, provided that the cost of such passages shall not exceed the cost of passages to and from England.

6. When an employee is granted leave on medical certificate, Government may, but not more than twice during his service, pay half the cost of passages from and/or to India for his family if they accompany him or precede or follow him within one month and six months respectively. But the cost of this concession shall not exceed half the cost of passages to and/or from England.

7. An employee, who, whilst on ordinary leave out of India, is granted leave on medical certificate for a period exceeding two months on account of an illness which is certified by the proper medical authority to have been contracted in India or to be due to service in that country, may be granted a free passage to India for himself, together with half the cost of passages for his family, subject to the limitation stated in Rule 5 from England or from any port in Europe or in a British Colony, Dominion, or Possession (on his being pronounced fit to resume duty by the proper medical officer) on the termination of such leave. In the case of an employee on leave in a British Colony, Dominion, or Possession, Government shall decide, for the purpose of this rule, what medical evidence should be accepted.

8. Free passages to England or to a port in a British Colony, Dominion, or Possession, may be granted to the family of an employee who dies whilst in Government service: Provided that the cost of such passages shall not exceed the cost of passages to England.

9. Free passages to England may be granted to the employee and his family at the end of his service, notwithstanding that his service may be continued beyond the term of his original agreement, if his service is regarded as satisfactory and provided further that he actually quits the service in India within such time as the Government may direct. A female employee whose service is terminated by marriage shall not be eligible for passage under this rule.

10. In lieu of the passages admissible under Rule 9, an employee may be granted passages to any other country, if he wishes to proceed there and has permission to reside there, subject to his formally renouncing any claim to return passage to England, provided that the cost of such passages shall not exceed the cost of passages to England.

11. In lieu of the passages admissible under Rules 9 or 10, passages may, in exceptional circumstances, be provided prior to the end of the employee's service. When such passages have been so provided, no further passages shall be admissible when the employee finally leaves the service, and any sums paid in respect of such passages shall be liable to recovery should the employee's subsequent service prove unsatisfactory or should he terminate his service in circumstances other than such as may reasonably be regarded as covered by the term "retirement including invaliding."

12. To a person referred to in clause (2) of Rule 1 the following concessions may be granted :—

(A) Free Second Class Passage to India—

(1) for the employee himself on first appointment ;

(2) for the family of an employee in respect of their first voyage to India, whether they actually accompany the employee or join him later ;

(3) for the intended wife of an employee when proceeding to India to marry him.

(B) Free Second Class Passage to England for the employee and his family (if any), or at the employee's option passage to any port in Europe or in a British Colony, Dominion, or Possession, at a cost not exceeding that of such passage to England, on expiration of the period of his agreement, or on termination of his agreement by Government for any reason other than misconduct or failure to comply with the provisions of the agreement ; provided that the employee's service is regarded as satisfactory and provided further that he actually quits the service in India and leaves India within such time as the Government may direct.

APPENDIX LIV.

[*See* Rule 828]

BOMBAY FOREST SERVICE.

CLASS I.

Chief Conservator .. Rs. 2,000—100—2,200. O.S.P. £30.
Conservators .. Rs. 1,450—75—1,750. O.S.P. £30.

Year of Service	Basic Pay	Overseas Pay	Year of Service	Basic Pay	Overseas Pay
	Rs.	£		Rs.	£
1st ..	320	15			
2nd ..	360	15	12th ..	760	30
3rd ..	400	15	13th ..	800	30
4th ..	440	15	14th ..	840	30
5th ..	480	15	15th ..	880	30
6th ..	520	15	16th ..	920	30
7th ..	560	25	17th ..	960	30
8th ..	600	25	18th ..	1,000	30
9th ..	640	25	19th ..	1,040	30
			20th ..	1,080	30
	Efficiency Bar.		21st ..	1,120	30
			22nd ..	1,160	30
10th ..	680	25	23rd and over ..	1,200	30
11th ..	720	25			

BOMBAY AGRICULTURAL SERVICE.

CLASS I.

Director of Agriculture .. Rs. 1,600—50—1,800. O.S.P. £30.

Year of Service	Basic Pay	Overseas Pay	Year of Service	Basic Pay	Overseas Pay
	Rs.	£		Rs.	£
1st ..	320	15	13th ..	800	30
2nd ..	360	15	14th ..	840	30
3rd ..	400	15	15th ..	880	30
4th ..	440	15	16th ..	920	30
5th ..	480	15	17th ..	960	30
6th ..	520	25	18th ..	1,000	30
7th ..	560	25	19th ..	1,040	30
8th ..	600	25	20th ..	1,080	30
9th ..	640	25	21st ..	1,120	30
			22nd ..	1,160	30
	Efficiency Bar.		23rd and over ..	1,200	30
				1,200	30
10th ..	680	25	Selection grade ..	1,250	30
11th ..	720	25		1,300	30
12th ..	760	30		1,350	30

BOMBAY EDUCATIONAL SERVICE.

CLASS I.

Director of Public Instruction .. Rs. 2,000—100—2,100——200—2,500. O.S.P. £30.

Year of Service	Basic Pay	Overseas Pay	Year of Service	Basic Pay	Overseas Pay
	Rs.	£		Rs.	£
1st ..	320	15	15th ..	880	30
2nd ..	360	15	16th ..	920	30
3rd ..	400	15	17th ..	960	30
4th ..	440	15	18th ..	1 000	30
5th ..	480	15	19th ..	1,040	30
6th ..	520	25	20th ..	1,080	30
7th ..	560	25	21st ..	1,120	30
8th ..	600	25	22nd ..	1,160	30
9th ..	640	25	23rd and over ..	1,200	30
	Efficiency Bar.		Lower selection grade.	1,200	30
				1,250	30
				1,300	30
				1,350	30
10th ..	680	25	Higher selection grade.	1,400	30
11th ..	720	25		1,450	30
12th ..	760	30		1,500	30
13th ..	800	30			
14th ..	840	30			

BOMBAY ENGINEERING SERVICE.

CLASS I.

Chief Engineers .. Rs. 2,000—100—2,100—200—2,500. O.S.P. £30.

Superintending Engineers.. Rs. 1,450—75—1,750. O.S.P. £30.

Year of Service	Basic pay		Overseas pay	Year of Service	Basic pay		Overseas pay
	Junior	Senior			Junior	Senior	
	Rs.	Rs.	£		Rs.	Rs.	£
1st ..	320		15	13th ..	720	800	30
2nd ..	360		15	14th ..	760	840	30
3rd ..	400		15	15th ..	800	880	30
4th ..	400	440	15	16th ..	..	920	30
5th ..	440	480	15	17th ..	..	960	30
6th ..	480	520	15	18th ..	..	1,000	30
7th ..	520	560	15	19th ..	..	1,040	30
8th ..	520	600	25	20th ..	..	1,080	30
9th ..	560	640	25	21st ..	..	1,120	30
10th ..	600	680	25	22nd ..	..	1,160	30
11th ..	640	720	25	23rd and over.	..	1,200	30
12th ..	680	760	30				

Note.—No officer is allowed to draw more than the pay of the 9th year of service on the junior scale unless he is reported to be fully qualified for the charge of a division.

BOMBAY MEDICAL SERVICE.

CLASS I.

Surgeon General .. Rs. 2,000—100—2,100—200—2,500.
O.S.P. £30.

Year of Service	Basic pay	Overseas pay	Year of Service	Basic pay	Overseas pay
	Rs.	£		Rs.	£
1st ..	400	15	15th ..	960	30
2nd ..	440	15	16th ..	1,000	30
3rd ..	480	15	17th ..	1,040	30
4th ..	520	15	18th ..	1,080	30
5th ..	560	15	19th ..	1,120	30
6th ..	600	15	20th ..	1,160	30
7th ..	640	25	21st and over ..	1,200	30
8th ..	680	25			
9th ..	720	25	Lower selection grade.	1,200	30
				1,250	30
	Efficiency Bar.			1,300	30
				1,350	30
10th ..	760	25			
11th ..	800	25	Higher selection grade.	1,400	30
12th ..	840	30		1,450	30
13th ..	880	30		1,500	30
14th ..	920	30			

BOMBAY VETERINARY SERVICE.

CLASS I.

Year of Service	Basic Pay	Overseas pay	Year of Service	Basic Pay	Overseas pay
	Rs.	£		Rs.	£
1st ..	320	15	13th ..	800	30
2nd ..	360	15	14th ..	840	30
3rd ..	400	15	15th ..	880	30
4th ..	440	15	16th ..	920	30
5th ..	480	15	17th ..	960	30
6th ..	520	25	18th ..	1,000	30
7th ..	560	25	19th ..	1,040	30
8th ..	600	25	20th ..	1,080	30
9th ..	640	25	21st ..	1,120	30
			22nd ..	1,160	30
	Efficiency Bar.		23rd and over ..	1,200	30
			Selection grade ..	1,200	30
10th ..	680	25		1,250	30
11th ..	720	25		1,300	30
12th ..	760	30		1,350	30

PUBLIC WORKS DEPARTMENT SPECIALIST POSTS.

Age last birthday	(a) Assistant Engineers' posts		(b) Executive Engineers' posts		(c) Superintending Engineers' posts	
	Basic pay	Overseas pay	Basic pay	Overseas pay	Basic pay	Overseas pay
	Rs.	£	Rs.	£	Rs.	£
23	320	15	..	..	..	..
24	360	15	..	..	..	..
25	400	15	..	..	..	..
26	400	15	..	..	..	..
27	440	15	..	..	..	..
28	480	15	..	..	..	..
29	520	15	..	..	..	..
30	520	25	600	25	..	..
31	560	25	640	25	..	..
32	600	25	680	25	..	..
33	640	25	720	25	..	..
34	680	30	760	30	..	..
35	720	30	800	30	..	..
36	760	30	840	30	1,200	30
37	800	30	880	30	1,200	30
38	..	..	920	30	1,250	30
39	..	..	960	30	1,250	30
40	..	..	1,000	30	1,300	30
41	..	..	1,040	30	1,300	30
42	..	..	1,080	30	1,350	30
43	..	..	1,120	30	1,350	30
44	..	..	1,160	30	1,400	30
45	..	..	1,200	30	1,400	30
46	..	..	1,200	30	1,450	30
47	..	..	1,200	30	1,525	30
48	..	..	1,200	30	1,600	30
49	..	..	1,200	30	1,675	30
50	..	..	1,200	30	1,750	30
51	..	..	1,200	30	1,750	30
52	..	..	1,200	30	1,750	30
53	..	..	1,200	30	1,750	30

N.B.—1. Appointments are divided into two classes, *viz.*—

(*i*) those comparable to posts of Superintending Engineers, *i.e.*, Consulting Architect to Government, Sanitary Engineer and Electrical Engineer to Government.

(*ii*) those comparable to posts of Assistant Engineers or Executive Engineers.

2. Appointments of the first class when filled by an officer of or above the age of 36 years are to be remunerated according to scale (*c*).

3. Appointments of the second class when filled by an officer below the age of 30 years will carry the remuneration shown in scale (*a*).

4. Government when appointing an officer who has completed his 30th year shall decide whether he shall commence service in scale (*a*) or (*b*).

5. An officer originally appointed on scale (*a*) shall not come on to scale (*b*) even when he has completed his 30th year unless and until Government authorises payment on that scale.

6. Officers of above the age of 30 years who are permitted to draw pay according to scale (*b*) will draw age for age as Executive Engineers.

7. Increments will become due to an officer on the anniversary of his birthday irrespective of the date of his appointment, but will be given for approved service only.

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